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A Limited
RECREATION SURVEY
OF
MATTOON, ILLINOIS

Recreation Field Service
Department of Recreation
University of Illinois

July, 1959



Recreation Field Service
Department of Recreation
University of Illinois
Urbana, Illinois

The Recreation Field Service was established by the Department of Recreation for the purpose of assisting Illinois communities and their organizations to develop their resources and opportunities for recreation. This purpose is fulfilled by (1) providing technical and professional assistance and counsel, (2) preparing and disseminating information on various phases of recreation and park services, (3) promulgating acceptable standards, and (4) cooperating with other University, State, and community interests.

Examples of the kinds of services which are provided are:

Preparation of surveys, appraisals and studies.

Organizing and helping establish recreation systems, park districts, and the like.

Advising on problems related to legislation, legal aspects, financing, budgeting, and the like.

Assistance on personnel practices including recruiting, selecting and training professional and volunteer personnel.

Developing agency and departmental coordination and relationships.

Planning public relations (including referenda campaigns)

Advising on problems related to the development and maintenance of recreation and park facilities.

Advising on the development of programs and services.

As the need arises, other resources of the University, including personnel, may be drawn upon to supplement the efforts of the Department of Recreation.

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Recreation Field Service
Department of Recreation
University of Illinois

July, 1959

Department of **Recreation**

711.552
IL 64 li

July 15, 1959

The Honorable Morgan F. Phipps
Mayor, City of Mattoon

Dear Mayor Phipps:

We take pleasure in transmitting herewith our report of the survey of recreation and parks in Mattoon.

The survey, which was conducted by Donald E. Clark as part of his program of graduate study, revealed certain deficiencies and needs. The report describes these findings and recommends a course of action which, if carried out, should provide Mattoon with adequate recreation and park services and facilities for some years to come.

We gratefully acknowledge the cooperation extended to the survey team by Dr. Elmer Goetz (Chairman), Rev. Earl O'Neal, Mr. J. E. Ramage, Atty. Ralph Glenn, Mrs. Clyde Allen, Mr. Walter Storm; and to other persons who assisted in this endeavor, Mr. John Knodell, Mrs. C. H. Douglas, Mr. Ken Woodell, Mr. William Hamel, Jr., Mr. Clark Brogan, Virgil H. Judge, Supt. of Schools, George M. Pendell, Executive Secretary of the Mattoon Association of Commerce, James Warren, City Clerk, and Walter Miller, Chairman of the Mattoon Planning Commission.

Respectfully submitted,

Donald E. Clark

Donald E. Clark,
Graduate Assistant

Edward H. Storey

Edward H. Storey, Head
Recreation Field Service

4 May 61 9-6 10 pm 17



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CHAPTER I

A STATEMENT OF THE PROBLEMIntroduction

The past decade has given rise and stature to the theory that recreation is an essential service of government. The recent increase in the provision of recreation opportunities by municipalities reflects the growing opinion that recreation is a vital segment of modern living; and should be made available to all citizens regardless of age, race, sex, creed, or economic status.

A well-balanced municipal recreation program is a positive force in any community. A list of its attributes would include a significant contribution to the health, safety, mental development and social adjustment of its citizens; a powerful force in the prevention of juvenile delinquency; and a spiritual assist in making the community a better place for everyone to live.

It is of prime importance that a community considering the establishment of an official recreation agency, should first take stock of its existing resources, determine its needs, and work out a plan for immediate action as well as a long-range program. This is the purpose of a recreation survey.

The interest for this survey developed from communications between citizens of Mattoon and its neighboring city, Charleston. In 1957 and 1958, Mr. Daniel Stapay, under the auspices of the University of Illinois' Department of Recreation, made a recreation survey for the City of Charleston. Soon after, the City of Mattoon was referred to the newly formed U. of I. Recreation Field Service Bureau, directed by E. H. Storey. On November 4th,

1958, Mattoon city officials made a contractual agreement with the Bureau and final plans were established. Mayor Morgan F. Phipps thereupon appointed five citizens to act as a survey steering committee under the Chairmanship of Dr. Elmer Goetz, Park Commissioner.

Statement of the Problem

To make a survey of the City of Mattoon, Illinois considering all factors related to the further development of recreation facilities and services for the leisure time benefit of all its citizenry.

Scope and Limitations

1. To determine the status of existing recreation areas, facilities, and services of public, semi-public, commercial, and private agencies, clubs, and groups in the City of Mattoon, and its immediate vicinity.

2. To obtain an insight into the recreation interests and needs of the citizenry of Mattoon by means of an analysis of response from the citizens through interest questionnaires.

3. To determine the status of local factors that are related to recreation planning in the City of Mattoon.

4. After consideration of the above factors, to develop recommendations for the further development of recreation areas, facilities, and services, in order to improve the quantity and quality of recreation opportunities for all the citizenry of Mattoon.

Methods and Techniques of Research

1. Historical -

The historical method was used in the collection of data related to the historical development, population trends, and other related factors involved in the making of this survey. Documents of primary and secondary source, and the use of individual interviews provided the means of procuring historical data.

2. Questionnaires -

The questionnaire method was used to discover the recreation interests of the youth and adults of Mattoon. (With the cooperation of the Junior and Senior High Schools each student was asked to fill out a youth interest questionnaire).

Individual contact was made at regularly scheduled meetings of Parent-Teacher Association groups and service organizations in order to discover the recreation interests of adults by means of the Adult Interest Questionnaire. Three of the largest industries also cooperated by having questionnaires filled out at their plants by those employees who reside within Mattoon.

Each organization, club, and group in the City was given a copy of the facilities and services questionnaire. (As they were contacted, they were informed of the combined meeting of all members of the organization, clubs, and groups, who were interested in the present undertaking.) This questionnaire was given to each organization, club, and group, in order to determine the status of existing semi-public, private and commercial facilities and services.

3. Observation -

Existing recreation areas and facilities were personally surveyed and the data regarding each was systematically recorded.

4. Appraisal and Evaluation -

The appraisal and evaluation method was used in the analysis of existing recreation areas, facilities, and services. The standards recommended by the National Recreation Association and the California Committee on Standards for Recreation Park Areas were used as a guide in these efforts.

Guiding Principles

In a survey such as this, as well as in any other orderly procedure of study, it is imperative that basic principles are established and used as guiding precepts throughout. It is only in this manner that the attainment of desired objectives may be assured.

The following principles that were adopted for this survey are ones that have been widely accepted and used in the past.

1. Recreation planning should provide recreation opportunities for all, regardless of race, creed, color, age, or economic status.

2. Planning for recreation must be based upon a knowledge of the needs, interests, and resources of the community.

3. Planning for recreation should be undertaken with full cooperation of the citizens, so that it may reflect their thinking concerning the needs and interests of all groups.

4. Facilities and services provided by semi-public and private organizations and commercial enterprises to meet leisure needs of the citizens should be carefully evaluated before plans for areas, facilities, and services are prepared, in order that a proper relationship between private and public facilities may be established and duplication may be avoided.

5. Recreation planning for a city should be planned as related parts of a unified, well-balanced system to serve the entire area of jurisdiction.

6. Recreation facilities and areas should be planned on a neighborhood, district, and city-wide basis to provide maximum opportunities for all.

7. Each recreation area and facility should be centrally located within the area it is planned to serve and should be provided with safe and convenient access for all residents of the area.

8. Planning for recreation facilities should encompass areas beyond a city, county, or other jurisdictions that are related to it.

9. In developing recreation plans, consideration should be given to widely accepted principles and standards.

10. Consideration must be given in planning to the development of public understanding of plans.

11. Planning must include provision for community organization. This may include formation of new authorities, consolidation of agencies, or provisions for cooperative action.

Review of Related Literature

In order to insure a proper perspective, the benefit of past works and experiences, and a properly-balanced survey, it was necessary that related

literature be reviewed. To review all literature expressly related to community surveys would easily have been a study in itself. However, the following studies are ones that were distinctively helpful in the development of the Mattoon survey.

1. The Master Plan of Mattoon,¹ prepared for the City Planning Commission by Metropolitan Planners, Inc. of Indianapolis, Indiana, was extremely helpful as a source of information of, and as a guide to, the physical areas and facilities of the City and its vicinity. The study included a detailed evaluation of areas and facilities, and recommendations based upon National Recreation Association standards for their further expansion and development.

2. A Geographical Survey of Mattoon² by Nicholas Schmidt presented helpful background material for the survey and provided information regarding local factors related to recreation planning in Mattoon.

3. A Recreation Survey of Charleston, Illinois and Vicinity,³ by Daniel Stapay, was closely related to the Mattoon survey due to the geographical proximity and relationship of size of both cities, and the recency of the study. Since both cities lay within the boundaries of Coles County, Illinois, there was a duplication of information concerning the County and both cities. This study was used primarily as a basis for comparison.

¹Metropolitan Planners, Inc., A Master Plan for Mattoon. City Planning Commission, Mattoon, Illinois, Revised April 1957.

²Schmidt, Nicholas J. "A Geographical Survey of Mattoon, Illinois". Unpublished Doctoral Dissertation, University of Illinois, Urbana, 1952.

³Stapay, Daniel R., "A Recreation Survey of Charleston, Illinois, and Vicinity." Unpublished Master's Thesis, University of Illinois, Urbana, 1958.

4. The Guide for Planning Recreation Parks in California⁴ was used in the formation of guiding principles and standards on which to conduct this survey. It was also valuable in the development of an inventory of existing land-use items of recreation value.

5. A Recreation Survey of the Rockford Park District,⁵ by Sapora, made an analysis of the existing recreation facilities and services of public, voluntary, school, and private agencies and groups within the Rockford Park District, and compares these facilities and services to nationally accepted standards. Following this comparison, a master plan for the district was developed.

Although the Rockford survey dealt with a much larger city and was more detailed, some of the techniques used were equally applicable to the survey of Mattoon.

The questionnaire regarding information of existing services and facilities in Mattoon was patterned after the questionnaire used in the Rockford survey.

6. An Analytical Survey of the Recreation Interests and Habits of the Youth and Adults of Urbana, Illinois,⁶ was closely related to the Mattoon survey. Because of its nature of purpose and the close geographical

⁴California Committee on Planning for Recreation Park Areas and Facilities, Guide for Planning Recreation Parks in California. Sacramento, California, 1956.

⁵Sapora, Allen V., A Recreation Survey of the Rockford Park District. Board of Park Commissioners, Rockford, Illinois, 1955.

⁶Mears, Robert C., "An Analytical Survey of the Recreation Interests and Habits of the Youth and Adults of Urbana, Illinois, and General Proposals for Improving the Civic Recreation Program." Unpublished Master's Thesis, University of Illinois, Urbana, 1951.

proximity of the two cities, the findings in the Urbana survey which highlighted the recreation interests of its citizens and developed recommendations for general improvements in facilities and services, was used as a guide in procuring similar information for the Mattoon survey.

7. A Master Plan for the City of Carlinville, Illinois,⁷ developed plans for a long-range program in scale with the present and anticipated recreation needs of that City. This study was used as a guide in the development of a similar program for Mattoon. It was particularly helpful in its explanation of the methods of financing its plan, which is of interest to all communities.

8. Recreation for Community Living,⁸ published by the Athletic Institute contained guiding principles which were used as a basis for planning and conducting this survey.

9. Space standards for recreation areas and facilities recommended by the National Recreation Association⁹ were used in the evaluation of existing areas and facilities and as a guide in developing related recommendations for Mattoon.

⁷ Scruggs and Hamond, A Master Plan for the Carlinville Park District. Board of Park Commissioners, Carlinville, Illinois, 1953.

⁸ The Athletic Institute, "Recreation for Community Living". Chicago, Illinois 1952.

⁹ Standards for Neighborhood Recreation Areas and Facilities. National Recreation Association. New York.

Definition of Terms

The following definitions are those of terms which are used throughout this study. Definitions given were taken from A Glossary of Public Recreation Terms.¹⁰ by Hanson D. Sessoms.

Balanced Program: A diversified program of recreation activities and services based on established principles and designed to equitably meet the broad interests, needs and capabilities of the populace.

Community: Includes people, geographical territory and a common purpose. The people are held together by a psychological bond and may act together consciously or unconsciously in their chief concerns of life. They create, as a result of their common interest, certain institutions of a legal, protective, educational, economic, recreational and religious character. A community includes factors of interdependence and belonging and a sense of usefulness through contributing to the common good.

Evaluation: The appraising of existing recreation areas, facilities, program, services or personnel in accordance with some established standards or criteria.

Leisure: Time, free from work and free from fulfilling the basic obligations and necessities of life, available for pursuits freely decided upon by the individual.

¹⁰ Sessoms, Hanson D., "A Glossary of Public Recreation Terms." North Carolina Recreation Commission, Raleigh, North Carolina June, 1956.

Master Plan for Recreation: A long term guide for the systematic and orderly selection and development of recreation facilities and services over a given period of time. It might be composed of such elements as goals, organization structure, activity program, areas, facilities, personnel and financial support.

Neighborhood: A segment of a community composed of a residential area whose people may have common ethnic, social and economic characteristics. They are generally served by the same elementary school and recreation center. The neighborhood may be bounded by barriers such as thoroughfares, railroads, waterways and by commercial and industrial developments.

Park District: A subdivision of state government exercising within its jurisdiction the authority of a municipality. It may operate and maintain parks, recreation programs, police forces, airports and other such facilities and programs designated in the act establishing the district.

Planning: The development of an organized procedure including the selection of goals and objectives and the tools of action necessary to carry out these goals. Planning involves the taking in consideration of the total social and physical environment and the role that recreation plays in the master plan of a given area.

Recreation: The natural expression of certain human interests and needs seeking satisfaction during leisure. It is an individual or a group experience motivated primarily by the enjoyment and satisfaction

derived therefrom. It takes many forms and may be a planned or spontaneous activity.

Recreation Board or Commission: An appointed or elected body of laymen, serving on a salaried or volunteer basis, usually responsible for determining the policies of a public recreation agency and/or advising the chief executive. It convenes from time to time and is generally required to act collectively according to powers derived from enabling legislation, charter and similar jurisdictions.

Recreation Facilities: Buildings and other physical features and provisions designed and constructed for recreation use such as swimming pools, community recreation centers, stadiums and outdoor theaters.

Recreation, Private: A recreation program and/or services established under the auspices of an agency or organization which is supported by other than governmental funds such as the Community Chest Fund, private donations and membership fees. Private agencies usually serve a particular constituency and often limit their services to a given area of a city.

Recreation, Public: Governmental provision of recreation opportunities and services available to all people. They are financed primarily by taxation and include the establishment, operation, conduct, control, and maintenance of program, services, areas, and facilities.

Survey: A cooperative undertaking which applies scientific methods to the study and treatment of current recreation data, problems and

conditions. The limits of a survey are prescribed before execution, and its facts, findings, conclusions and recommendations are made common knowledge and a force for intelligent coordinated action.

CHAPTER II

NATURE OF THE COMMUNITY

Each community is distinctive in having its own past, traditions, and citizenry that have framed the bulwark for its present status. In order to better understand the present, that which has gone before must be known. With this in mind, the following chapter attempts to briefly describe the City of Mattoon, yesterday and today.

Brief History

"A little more than 100 years ago a series of events in the Middle West led to developments which created the City of Mattoon in 1855. One of these events was the gradual taming of the wild prairies, as the Mexican war, the Gold Rush and mounting interest in railroads accelerated the westward movement of people."¹

As is the case of many Illinois cities, the building of the railroads was primarily the largest singly factor contributing to their birth. Such was the beginning of Mattoon, established at the intersecting point of the Terre Haute and Alton Railroad where it crossed the already existing Illinois Central tracks.

The founded town was so named Mattoon in honor of William B. Mattoon, an active partner in a construction firm called Phelps, Mattoon, and Barnes, which had the contract to build the Terre Haute and Alton Railroad. With the further extension of railroad services to distant communities the town grew steadily and decided to incorporate as a city in 1857, although

¹Summers, Alex, Mr. Mattoon's City, The National Bank of Mattoon, Illinois, 1955.

the final charter was not granted until 1861. Visits to the community by Abraham Lincoln and Ulysses S. Grant during this early period lended historical significance to the city.

In 1869, a writer in the Illinois Central Directory stated:

"Mattoon ... one of the most prosperous towns in this part of the state ... has a population of 4,500 ... Many new dwelling houses were built during the last year; also several brick business houses...."

"There are seven churches in the town --- schools are good and well attended ... Four large public school houses are completed...there are four hotels, and another will be erected this season ... a national bank with a capital of \$100,000; a printing office; three newspapers; 30 stores of all kinds ... and 1 manufacturing establishments."²

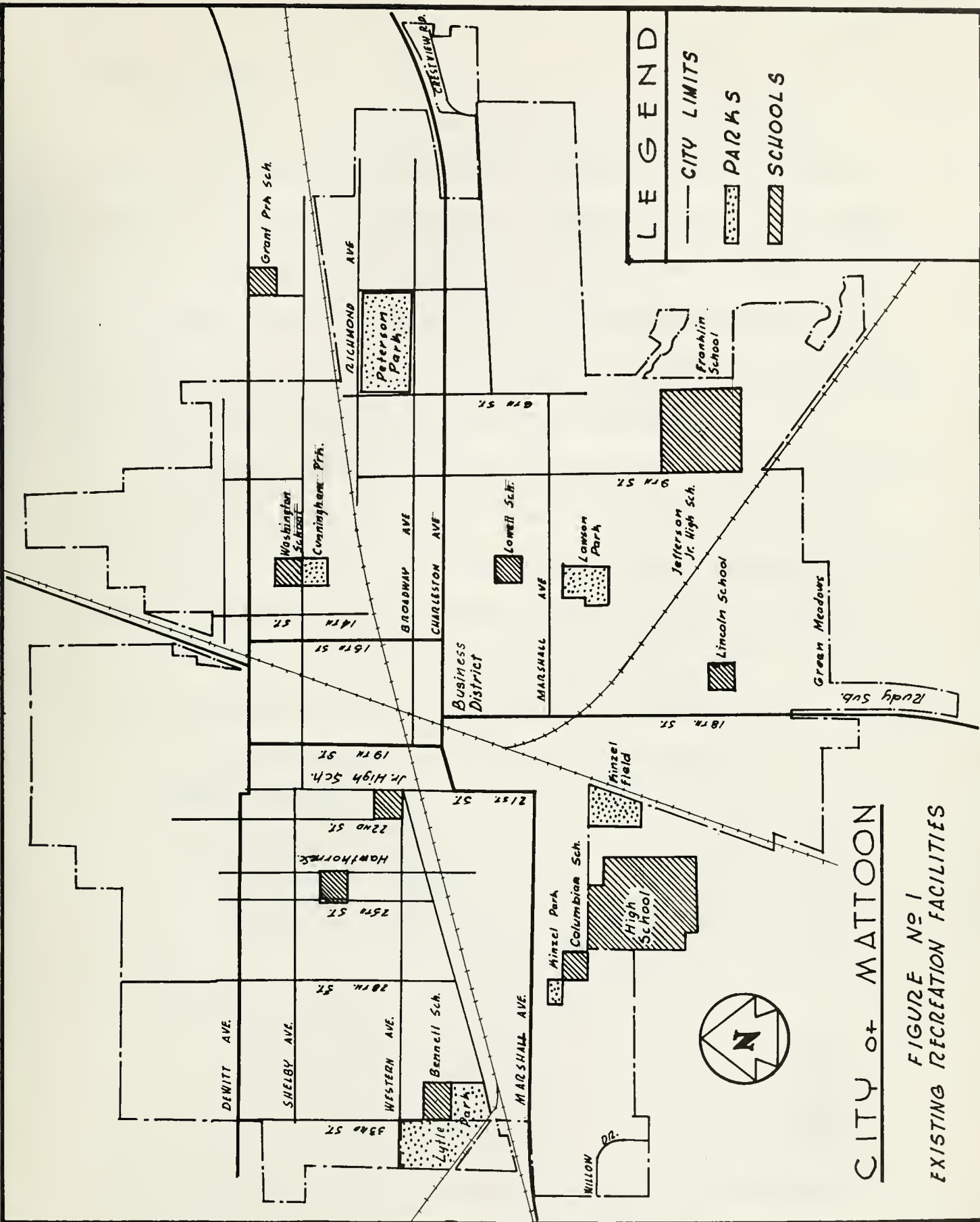
Along with railroads and farming, the discovery of oil and the development of industry played a major role in the steady growth of the City.

Since 1946, there have been nineteen new subdivisions established and some 2,500 new homes. Within the City, and its vicinity, are five hotels, four motels and numerous restaurants. Churches now number approximately thirty-six.

Mass communication medias offered within the City are "The Daily Journal Gazette" published daily except Sundays and holidays, and "WLBH" radio station operating a full daytime schedule of broadcasting.

Today Mattoon is a progressive, forward-looking community of approximately 20,000 persons. (Figure I page 15 includes a map of the present corporate limits of Mattoon.) The City covers sections of Mattoon and Lafayette Townships in Coles County, east central Illinois.

²Ibid



CITY of MATTOON

FIGURE No 1

EXISTING RECREATION FACILITIES

Local Government

The present City of Mattoon is governed by a Mayor and four commissioners aided by the City Clerk, Treasurer, Attorney, and other officials who work in close conjunction with the commission. Concurrently with their legislative duties, the mayor and commissioners are also the political heads of the Police, Fire, Water, and Street Departments, and have jurisdiction over public health and safety, public property, public finance and all the varied responsibilities inherent to these posts.

Municipal income is derived from property tax, sales tax, wheel tax, licenses, permits, fees, fines, parking meters, motor fuel tax refunds, water and sewerage services, and rent from municipal-owned buildings. For the 1958 fiscal year \$559,848 was appropriated for municipal purposes. In the same year, the total assessed valuation was \$45,037,372.

TABLE I
1958 TAX RATES FOR THE CITY OF MATTOON

Mattoon Township

County Unit Rate1963
Township Unit Rate2342
District No. 2 (school) rate	1.8067
Corporation Rate6301
Memorial Hospital District1602
Total	3.0275

Lafayette Township

County Unit Rate1963
Township Unit Rate3643
District No. 2 (school) Rate	1.8067
Corporation Rate6301
Memorial Hospital District1602
Total	3.1576

Population

The following Table shows the population of Mattoon for each decade as given by the United States Bureau of Census since the year 1890.³

TABLE II
POPULATION GROWTH

City of Mattoon
1890-1959

Year	Population
1890	6,833
1900	9,622
1910	11,456
1920	13,552
1930	14,631
1940	15,827
1950	17,547
1959	20,000 (esti- mated)

It can be noted that since 1890 the population has increased at a relatively steady rate. There seems to be no indication that this rate will not continue. New industrial developments, one of which will be in operation in a matter of months, promise to assist in pushing the population further upward. Aside from the new subdivisions that have already been annexed, there are other residential areas adjacent to the City that will undoubtedly be annexed within the next few years.

³U.S. Department of Commerce, U. S. Bureau of Census, U.S. Census of Population: 1950, Vol. II, Characteristics of the Population, Part III Illinois, Chapter B., U.S. Government Printing Office, Washington, D.C., 1952.

Transportation

Geographically, Mattoon lies approximately fifty miles north and west of the center of the nation's population. It is served by the following three principal highways:

U.S. Route No. 45, running from Chicago, Illinois to Mobile, Alabama, and connecting at a point 28 miles south of Mattoon with the National Highway - U.S. Route No. 40 - extending from coast to coast.

Illinois State Route No. 16, running from Paris, Illinois to Litchfield, Illinois and leading by connecting routes west to St. Louis, Missouri and east to Indianapolis, and hence beyond these terminal cities in all directions.

Illinois State Route No. 121 running from U.S. Route No. 40 at Greenup, Illinois, to Decatur and Peoria, Illinois.

F.A.I. No. 4 - the new super highway from Chicago, Illinois south to New Orleans, Louisiana (part of the Federal Road project) will lie along the east outskirts of Mattoon.

Continuing to serve the City as they did one hundred years ago, the Illinois Central and New York Central Railroads offer fast mainland freight and passenger services in all directions.

Coles County Airport, a Class III or Feeder Airport, is located five miles east of Mattoon. The operator of the port offers charter service, and is served by Ozark Air Lines with scheduled flights between Chicago, St. Louis and other major cities.

Industry and Trade

Among the chief activities of any urban community are the economic or livelihood functions upon which the city depends for its very existence.

"Mattoon's diversified economy rests on three main supports - on manufacturing and transportation directly and on agriculture indirectly through its marketing and merchandising function Manufacturing is the city's most important occupation on the basis of employment and income. . . . Products ranging from baby shoes to road building machinery leave Mattoon's plants for national and international markets daily."⁴

Transportation occupations and an exceptionally advantageous position astride an excellent rail and truck line network establish Mattoon as a transportation center. In terms of employment and total wages, transportation is the City's second most important function.

Mattoon's retail trade area covers an extensive section of Eastern Illinois. Though limited by overlapping trade zones of Decatur, Champaign-Urbana, Danville, and Terre Haute, the area extends for a great distance to the south and west due to the fact there is no close shopping center larger than or as large as Mattoon's.

Public Utilities

Central Illinois Public Service Company furnishes Mattoon with its source of electricity and natural gas. The natural gas is supplied through the Panhandle Eastern Pipe Line Company's large transmission mains near Tuscola.

Illinois Consolidated Telephone Company, an independent company connected with the nation-wide Bell Telephone System, serves the city. Western Union's Mattoon office provides world-wide telegraph and cable service on a seven day basis.

⁴Mattoon Association of Commerce, Survey of Mattoon, Illinois. Mattoon, 1958.

The water and sewerage systems are municipally owned. The supply of water is secured from two municipally-owned lakes, Lake Paradise and Lake Mattoon; the latter being recently completed.

Topography

Within the corporate limits of Mattoon, the topography consists of flat upland prairie soils.

Surface water from the northeast, east, and southeast areas of the City flow via several small creeks into the Embarrass River. Water from the City's southwest area flows through a small creek into Lake Paradise, and thence into the Little Wabash River.⁵

⁵Schmidt, op. cit., p. 5.

CHAPTER III

EXISTING RECREATION FACILITIES AND THEIR EVALUATION

In determining the status of recreation in a city, consideration must be given to the amount, types, and distribution of existing recreation facilities. Any type of recreational activity demands some amount of either indoor or outdoor space. With this in mind the following chapter is concerned with the existing recreation facilities within the City and in its immediate vicinity.

Public Facilities -

Within the corporate limits Mattoon has four tracts designated as parks, Lawson Park, Peterson Park, Kinzel Park and Allison-Cunningham Park. All four tracts are operated by, and under the jurisdiction of the City Park Department and are supported by tax funds. (Table III page 23 lists existing public owned facilities within Mattoon. Figure 1 page 37 shows these existing facilities.)

At the western edge of the City, though in part lying beyond the City limits, is another important park, Lytle Park. Of its seventeen and six-tenths acres, only six and six-tenths are owned by the City. The remainder of the tract is owned by, and under the jurisdiction of the Mattoon Township Park Board. This managing authority was formed for the purpose of financing the construction of a large outdoor swimming pool with a gallonage capacity of over one million. Due to the fact that the municipal-owned property within Lytle Park lies adjacent to the larger tract owned by Mattoon Township, the

City agreed to vest administrative and operational control with the Mattoon Township Park Board.

Other public-owned recreation facilities, though outside the corporate limits, include both Lake Paradise and Lake Mattoon. The lakes are under the jurisdiction of the City Council and Water Department. Lake Paradise, covering some two-hundred fifty acres, has long been a recreation spot for many area residents. Although it has filled in considerably, it is still extensively used for recreation purposes. Sites for cabins and cottages are leased by the city and fishing, boating and picnic facilities are available. Separate camps are maintained on Lake Paradise by Boy Scouts and Girl Scouts. Lake Paradise lies approximately five miles southwest of the city.

Some eight miles beyond Lake Paradise, near Neoga, Illinois, lies Lake Mattoon. It was recently built to provide a more adequate water supply for the city, and encompasses some one thousand acres. Sites for cottages and cabins have been sold by the city to anyone desiring them. A large site has been leased to a Mr. Speckman and a Mr. Owens for the purpose of developing commercial recreation facilities on the lake; a swimming area (and beach), boat docks (and storage), picnic area with shelter house, concessions, and children's rides. This development should prove to be one of the better commercial recreational enterprises of the area. Although it is commercial, the city has been assured that prices will be kept at a minimum. Lake Mattoon will assuredly become one of the most popular areas in that part of the state.

TABLE III
PUBLIC RECREATION OUTDOOR FACILITIES AND EQUIPMENT

	Allison- Cunningham Park	Kinzel Park	Lawson Park
Total Acres	2	.9	7
Tennis Courts	None	None	4
Horseshoe Courts	None	None	None
Basketball Goals	None	2	None
Softball Diamonds	None	None	None
Baseball Diamonds	None	None	1
Football Fields	None	None	1
Swings	17	9	12
Slides	1	2	2
Climbing Apparatus	2	1	1
Merry-Go-Rounds	None	None	1
Circular Hand Swings	None	None	1
Croquet Courts	1	None	None
Outdoor Grills	1	None	5
Storage House	None	None	1
Toilet Facilities	Yes	No	Yes
Teeter-Totters	4	3	10

TABLE III (Continued)

	Lytle Park*	Peterson Park**
Total Acres	(City Owned Land) 6.6 (Twnp. Owned Land) 11.0	22.0
Tennis Courts	2	2
Horseshoe Courts	None	6
Basketball Goals	None	None
Softball Diamonds	None	None
Baseball Diamonds	None	1
Football Fields	None	None
Swings	23	22
Slides	None	2
Climbing Apparatus	3	1
Merry-Go-Rounds	1	2
Circular Hand Swings	None	2
Croquet Courts	None	2
Teeter-Totters	4	
Horizontal Swing	None	1
Outdoor Grills	11	16
Storage House	1	1
Toilet Facilities	Yes	Yes
Outdoor Shelter	1	None

TABLE III (Continued)

	Lytle Park*	Peterson Park**
Swimming Pool	1	None
Size	1,000,000 gal.	
Concession Stands	1	1

*Operated by the Mattoon Township Park Board.

**Commercial "Kiddy" Play Land containing ferris wheel, merry-go-round, miniature airplane swing and miniature train ride within the park.

At some time in the near future, one of the largest developments in the history of the State of Illinois will be constructed near Mattoon. This is the proposed Kaskaskia Valley water development program, that will be financed from federal funds. Present plans for the Kaskaskia Valley call for the construction of two large reservoirs, one at Carlyle, and the other at Shelbyville. The Shelbyville Reservoir will be within fifteen miles of Mattoon and will cover some eleven-thousand acres. The reservoirs will provide vast recreational facilities for miles of surrounding area throughout Central Illinois.

Indoor public-owned recreation facilities are extremely limited in Mattoon. Other than those facilities within school buildings, Mattoon has the Burgess-Osborne Auditorium which can be used for meetings, dances, etc., and an auditorium in the City Building which serves similar purposes. Also included in the City Building and the Burgess-Osborne Auditorium are small rooms that are used for meeting purposes.

The National Guard Armory at the eastern edge of the City, though presently not available for public use, is an extremely large and attractive building. The recreation services that this building could provide are many and varied.

Public School Facilities -

Outdoor recreation areas on school properties, though still limited are expanding at a fairly rapid rate. The present expansion and development program of the Unit Two School District is taking steps forward to alleviate

the need for more adequate recreation areas. (Table IV page 28 lists facilities of the schools.)

The new school site on South Ninth Street where Jefferson Junior High and Franklin Elementary School have recently been built will offer an excellent outdoor area for recreational purposes. Another such area will be available when the old Hawthorne Elementary School is torn down. (The Board of Education has purchased additional land on the west side of the school tract permitting the closing of Twenty-Fifth Street between Champaign and Richmond Avenues.) In both cases, Franklin Elementary and the new Hawthorne Elementary School are designed to provide indoor space and toilet facilities adjacent to the outdoor area, which can be completely isolated from the remainder of the building.

Bennett Elementary School and Washington Elementary School are fortunate in having public parks adjacent to and in addition to their own outdoor facilities. (Shelby Avenue between Twelfth and Thirteenth Street has been closed to permit the combining of Washington Elementary School facilities with those of Allison-Cunningham Park.) Other schools, except Mattoon Senior High, have extremely limited outdoor recreational areas. The High School site, some forty acres, offers a large area for organized athletic competition.

Indoor recreation areas in the public schools are adequate only for limited purposes. Because of the very fact that the buildings are designed and used primarily for educational purposes, no one school building could or should be used extensively as a community recreation center. However,

TABLE IV

INDOOR AND OUTDOOR RECREATION FACILITIES
OF THE PUBLIC SCHOOLS

OUTDOOR FACILITIES	NAME OF SCHOOL		
	Bennett	Columbian	Franklin*
Total site - Acres	4	2.25	6
Hard surface areas (sq. ft.)	5,000	16,281	None
Building Area (Per cent)	15%	30%	15%
Softball Diamonds	2	1	1
Basketball Goals	2	3	2
Swings	6	6	3
Slides	None	None	None
Climbing Apparatus	1	3	2
Teeter-Totters	4	4	None
Merry-Go-Rounds	None	None	None
<hr/>			
INDOOR FACILITIES			
Gymnasium	1	1	1
dimensions (in ft.)	60x50	60x39	60x40
seating capacity	300	375	300
stage	1	1	1
Class Rooms	15	13	12
removable seats	Yes	Yes	Yes
cafeteria	1	1	1
dimensions (in ft.)	75x25	Gym	Gym
Lounges	1	2	1
Visual Aids Room	None	None	None
Library	1	None	1

*New building. Outdoor area not completely developed.

TABLE IV (Continued)

OUTDOOR FACILITIES	NAME OF SCHOOLS		
	Grant Park	Hawthorne	Lincoln
Total site - Acres	1.45	2.5	2
Hard surface areas (sq. ft.)	5,890	2,184*	9,744
Building Area (Per cent)	10%	30%	25%
Softball Diamonds	2	2	2
Basketball Goals	2	2	2
Swings	3	2	3
Slides	None	None	None
Climbing Apparatus	1	1	2
Teeter-Totters	4	None	None
Merry-Go-Rounds	None	None	1
INDOOR FACILITIES			
Gymnasium	None	1	1
dimensions (in ft.)		60x40	38x37
seating capacity		300	
stage		1	1
Class Rooms	4	12	18
removable seats	Yes	Yes	Yes
cafeteria	None	1	1
dimensions (in ft.)		Gym	
Lounges	None	1	2
Visual Aids Room	None	1	1
Library	None	Same as Visual Aids	None

*Covered with roof.

TABLE IV (Continued)

OUTDOOR FACILITIES	NAME OF SCHOOLS	
	Lowell	Washington*
Total site - Acres	2.5	2
Hard surface areas (sq. ft.)	9,290	3,350
Building Area (per cent)	30%	30%
Softball Diamonds	None	1
Basketball Goals	2	None
Swings	10	None
Slides	2	None
Climbing Apparatus	2	None
Teeter-Totters	3	None
Merry-Go-Rounds	None	None
INDOOR FACILITIES		
Gymnasium	1	1
dimensions (in ft.)	58x37	45x37
seating capacity	300	350
stage	1	1
Class Rooms	14	12
removable seats	Yes	Yes
cafeteria	1	1
dimensions (in ft.)	42x39	57x30
Lounges	1	1
Visual Aids Room	1	None
Library	None	None

*Adjacent to Allison-Cunningham Park. Park is used as school grounds. Bisecting street between school and park has been closed.

TABLE IV (Continued)

OUTDOOR FACILITIES	NAME OF SCHOOLS		
	Central Junior High	Jefferson* Junior High	Mattoon High School
Total site - Acres	2.06	14	40
Hard surface areas (sq. ft.)	None	4,000	None
Building Area (Per cent)	92%	8%	25%
Softball Diamonds	1	2	None
Basketball Goals	2	2	None
Football Fields	None	None	3
Baseball Diamonds	None	None	1
Tennis Courts	None	None	5
INDOOR FACILITIES			
Gymnasium	1	1	1
dimensions (in ft.)	90x80	74x42	110x100
seating capacity	1,600	1,000+	4,000
stage	1	1	1
Class Rooms	23	26	27
removable seats	Yes	Yes	Yes
cafeteria	1	1	1
dimensions (in ft.)	35x25		1,300 sq. ft.
Lounges	1	1	1
Shops	2	2	2
Visual Aids Room	None	None	None
Library	1	1	1

*New building. Outdoor area not completely developed.

the new buildings, Mattoon Senior High, Jefferson Junior High, Franklin Elementary, and Hawthorne Elementary could easily lend themselves to limited indoor-outdoor recreation center activities. (Table IV, page 28 also lists the indoor facilities of the public schools.) As indicated in the previously mentioned table, there are a number of indoor facilities that could be used to serve the recreational needs of all ages. (i.e., gymnasiums, shops, individual rooms, etc.) It should be noted that all classrooms are equipped with removable seats, which would facilitate their use for many purposes.

Facilities of Voluntary Organizations, Private Groups and Clubs, and Churches -

The extent of areas and facilities owned or leased by organizations, groups, clubs, and churches can be found in Table V, page 33. This listing was derived from the Program Service and Facility Questionnaires returned by the related group named. Of the approximately seventy questionnaires that were distributed, thirty-two were returned. It can be assumed that many of the organizations, groups, clubs, and churches which received the questionnaire had no information to volunteer.

Of privately-owned recreation facilities within Mattoon, and its vicinity, the most outstanding are those owned by the Mattoon Country Club which has dining facilities, lounges, and a fifty acre, eleven-hole golf course.

The only voluntary organizations that own their own facilities are the Boy Scouts and Girl Scouts who have their own camps located on Lake Paradise.

TABLE V

FACILITIES OF ORGANIZATIONS, CLUBS, AND
CHURCHES MATTOON, ILLINOIS - 1959

NAME	TYPE OF FACILITY	SIZE OF FACILITY *
American Legion	Social Hall Kitchen Bar Game Rooms	120' x 50'
Demolays	Club Room	50' x 15'
Elks	Club Room	150' x 30'
Knights of Columbus	Hall	60' x 40'
Moose	Club Room	140' x 50'
\Country Club	Dining Room Kitchen Lounges Golf Course	15,000 sq. ft. 50 Acres (11-hole)
\Boy Scouts	Camp and Cabin (Paradise Lake)	5 Acres
\Girl Scouts	Camp and Cabin (Paradise Lake)	5 Acres
Rainbow Riding Club	Show Arena Dining Hall	350' x 100'
\Rifle and Pistol Club	Indoor Range Outdoor Range	140' x 40' 100 yds.
Central Community Church	Basement (Youth Center)	100' x 40'
East Side Baptist Church	Social Room	28' x 16'
Edgar Avenue Baptist Church	Basement Outside Area	Seating capacity 50 persons 50' x 50'

*Estimated

Of the churches, St. Joseph's facilities are the most extensive. The Church's facilities include a gymnasium-auditorium, and classrooms which are designed to serve its elementary school needs.

Commercial Recreation Facilities

Table VI page 35 includes the listing of commercial facilities within Mattoon, and vicinity.

Evaluation of Existing Public Recreation Facilities

In the first part of this chapter, the existing recreation facilities of Mattoon have been described. In evaluating the status of these facilities in relation to present and anticipated needs of the City, consideration must be given to the amount or size of facilities, the type of facilities; and the distribution of facilities. The latter consideration is based upon the principle that recreation facilities should be provided on a neighborhood, community, and city-wide basis to provide maximum opportunities for all.

In establishing space and facility standards for Mattoon, extensive study was made of standards recommended by the National Recreation Association, the California Committee on Planning for Recreation Park Facilities, and the City of Chicago. On the basis of this study, standards have been established as satisfactory minimum goals, which, if achieved would provide adequate park space and public recreation facilities for all residents of Mattoon. These standards are included in the description of each type of park and special facility in this chapter. By no means are these

TABLE VI

COMMERCIAL RECREATION FACILITIES MATTOON, ILLINOIS - 1959

TYPE	NAME	SEATING OR OPERATING CAPACITY
Movie Theatres (3)	Mattoon	1,140
	Times	540
	Skyway (Drive-in)	600 cars
Bowling Alleys (2)	Mattoon Bowling Alley Corp.	12 alleys
	Etog Bowling	10 alleys
Billiard Halls (3)	Illinois Tap Room	5 tables
	Evans Brothers	7 tables
	Combs Pool and Billiards	9 tables
Roller Rinks (1)	Silver Star	500+
Amusements	"Kiddy" Playland (Peterson Park)	75 (estimated)
	Mattoon Lake Development	New Development (no data)

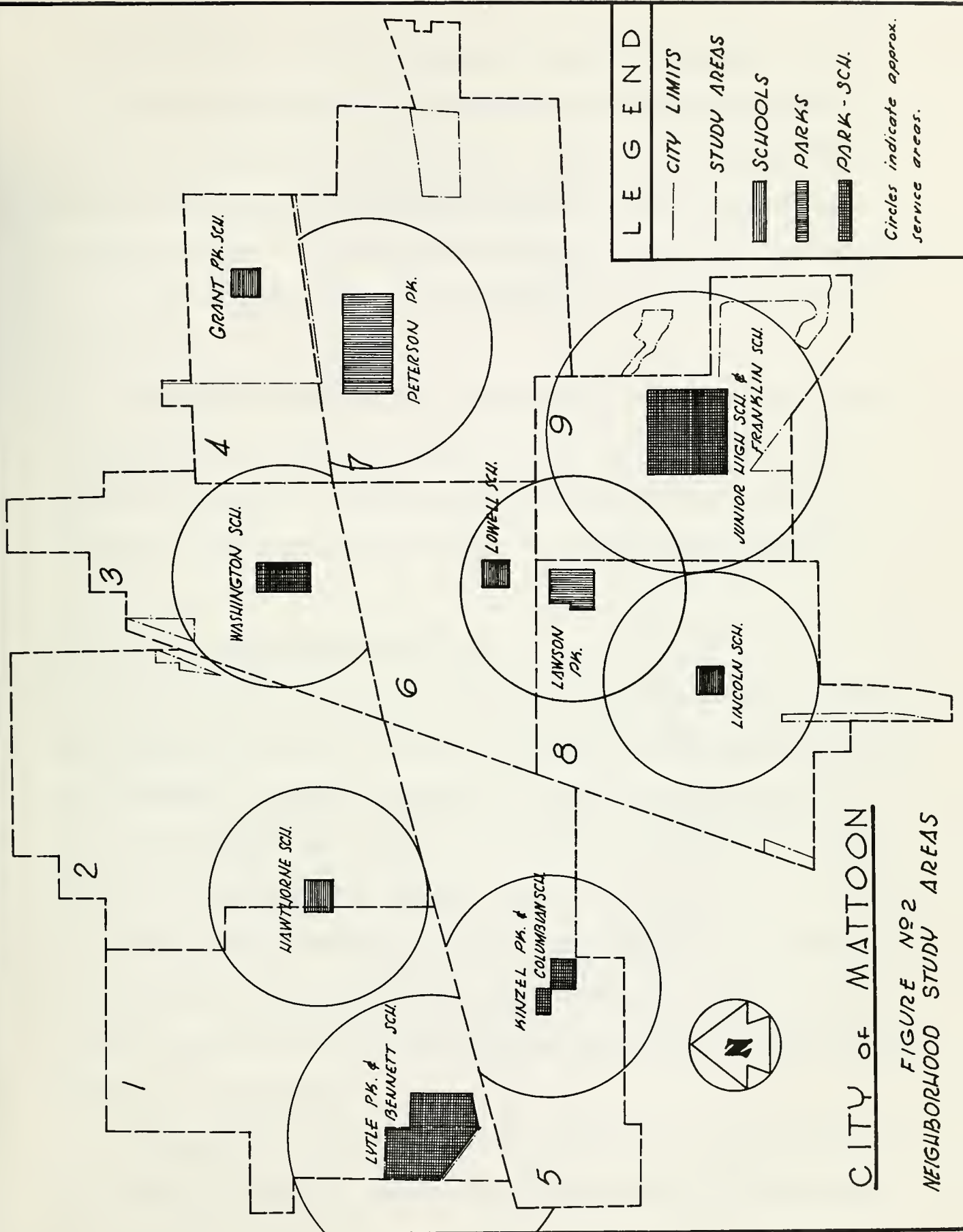
standards to be considered inflexible; they are only offered as general guides for evaluation. It should be noted that the National Recreation Association's standards, previously used in the Mattoon Master Plan, are approximately fifteen years old and are presently being revised by the Association.

In meeting the recreation needs of the citizens of Mattoon, five categories of recreational facilities are required (1) Playlots; (2) Neighborhood Parks; (3) Community Parks; (4) City-wide Parks; and (5) Special Recreation Facilities. The definition of each individual category is included with the evaluation of the area that each is intended to serve.

For the purpose of this survey, neighborhood study areas were developed, based upon elementary school service boundaries and man-made boundaries within the city (major trafficways and rail lines). Figure II page 37 shows the nine neighborhood study areas used in the survey.

Community units are comprised by a group of neighborhood units. In Mattoon, two community units are formed by the division of the city east and west of the main Illinois Central Rail Lines. The eastern community includes neighborhoods' "three", "four", "six", "seven", "eight", and "nine"; while the western community includes neighborhoods' "one", "two", and "five". Although the eastern community contains twice the amount of neighborhood units of the western community, the population of the eastern community is not twice as great.

If the status of recreation and parks in Mattoon is to keep pace with the growth of the City, a long-range plan for their systematic expansion



must be developed. In order to arrive at reasonable conclusions as to the recreational needs of the City, it is imperative that plans are developed for the next twenty to twenty-five years. It seems reasonable to assume that the population to be served in the 1980's will be at a figure between 30,000 and 35,000. (The Master Plan of Mattoon is based upon the assumption that within twenty-five years, the population of Mattoon should reach 35,000.)

With this in mind, the task is established to evaluate present areas and facilities on the basis of accepted standards and with relation to the present needs of twenty thousand and the anticipated needs of thirty-five thousand. Consideration was only given to the public-owned facilities.

Evaluation of Neighborhood Study Areas

The purpose of establishing neighborhood study areas within the City was to afford more detailed evaluation of facilities in relation to accessibility by all citizens. In addition to showing the nine neighborhood study areas used in the survey, Figure II page also shows the approximate service radii of the various neighborhood park areas.

Evaluations of existing facilities are based upon the service radius factor within the neighborhood study areas. Those areas which do not lie within the service radius of a neighborhood park can be considered as deficient in necessary accessibility.

Within each neighborhood two types of facilities are necessary to provide adequate recreational opportunities, neighborhood parks and playlots.

A playlot is a small area from 2,500 to 10,000 square feet, that is planned for the imaginative, creative and sometimes vigorous outdoor play of pre-school children. It usually contains sand-boxes, slides, teeter-totters, swings, and various other types of small apparatus and facilities. It is located within walking distance of the majority of homes, is readily accessible to mothers and children and is usually located within a neighborhood park.

A neighborhood park is an area from 2.75 to 6 or more acres that is planned to provide recreation facilities for children six years of age to fourteen years of age. It usually contains swings, slides, teeter-totters, spray or wading pools, softball diamonds, a quiet game area, and various other children's facilities. Also included in a neighborhood park is a playlot, serving the needs of pre-school children. It should be located within easy walking distance of the homes in the neighborhood. Three-eighths of one mile is generally recognized as the maximum effective service radius of a neighborhood park.

The facilities for a neighborhood park may be located on school or park property, or a combination of both. In cases where neighborhood park facilities are located on school property or a combination of both school and park property, it is recommended that indoor recreation facilities of the schools be utilized for community recreation purposes along with outdoor facilities.

The following evaluations and recommendations based upon neighborhood study areas take into consideration the amount, types and distribution

of existing facilities in relation to the needs of each neighborhood.

Neighborhood Study Area No. 1 - (estimated population - 4,400)

The existing recreation facilities formed by Lytle Park-Bennett School properties with 21 acres of outdoor area serve part of Neighborhood No. 1 as a neighborhood park. Although the Bennett School Building is not designed to provide indoor recreation facilities in conjunction with its outdoor facilities, necessary changes could and should be made so that this provision is assured.

Due to the large residential area in the northwestern section which is not within $3/8$ mile of neighborhood park facilities, it is recommended that a neighborhood park and playlot of at least three acres be developed in an area within present corporate limits north of Shelby Street, east of 33rd Street, and west of 28th Street.

The existing area formed by the combined facilities of Bennett Elementary School and Lytle Park should be further landscaped and developed as a neighborhood park-school area, furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 2 - (estimated population - 2,500)

The existing facilities of the new Hawthorne Elementary School with 2 acres of outdoor area serve an extensive area in the western and central sectors of neighborhood study area No. 2. Although this service radius does not include the whole of the neighborhood, it is only recommended that

(a) an additional acre or more of land be obtained adjacent to Hawthorne School property; and (b) the development of this additional land, along with further development of the existing property be made for the purpose of offering neighborhood park and playlot facilities. The new Hawthorne Elementary School is designed to provide indoor facilities for neighborhood use. (It is within the northern sector of this study area that the establishment of a city-wide park is recommended later on in this chapter. If this additional acreage is obtained and developed, neighborhood park and playlot needs of this study area would be assured.)

Neighborhood Study Area No. 3 - (estimated population - 2,300)

The southern and central sectors of this neighborhood study area are served by the existing recreation facilities formed by Washington School-Allison-Cunningham Park properties. There are 3.4 acres of outdoor recreation area in these combined properties.

Due to the large area in the northern sector which is not within 3/8 mile of neighborhood park facilities, it is recommended that a neighborhood park and playlot of at least three acres be developed in an area within or adjacent to the corporate limits north of Piatt Street, east of 14th Street, and west of 9th Street.

The existing area formed by the combined facilities of Washington Elementary School and Allison-Cunningham Park should be further landscaped and developed as a neighborhood park-school area furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 4 - (estimated population - 1,150)

Although the large percentage of this area is outside the corporate limits, certain needs exist. Since the northern accessibility to Peterson Park is hindered by railroad lines and railroad property, the service radius of the park is limiting to younger children. It is recommended that (a) 1 1/2 to 2 acres be obtained adjacent to Grant Park School for neighborhood park and playlot purposes to augment the existing outdoor recreation space of 1.3 acres; and (b) the additional property along with the existing facilities be developed as a neighborhood park-school area furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 5 - (estimated population - 3,100)

Although the combined areas of Kinzel Park and Columbian School totalling 2.5 acres of outdoor space do not lie immediately adjacent to each other, their close proximity qualifies them as a park-school area, serving a large central sector of this neighborhood.

The southwestern sector of this study area, because of its distance from the Kinzel Park-Columbian School facilities, is in need of playlot facilities. To meet the needs of this sector, it is recommended that a minimum of three acres be obtained within the Willow Drive Area and within or near the corporate limits to serve as a neighborhood park and playlot. The development of playlot facilities should be given priority in order to insure convenient facilities for the pre-school children whose range of accessibility is limited.

With the extensive amount of public-owned property, including the High School grounds, within this study area, it is recommended that no further property be obtained in the eastern sector. Existing areas within this neighborhood area should be further landscaped and developed for neighborhood park purposes. Columbian Elementary School should make available its indoor recreation facilities, and thereby establish the Columbian School-Kinzel Park facilities as a neighborhood park-school area.

Neighborhood Study Area No. 6 - (estimated population - 1,350)

There are no facilities large enough in this neighborhood study area to be considered as a neighborhood park. Overlapping service radii of Lawson and Peterson Parks serve the majority of neighborhood needs.

Since the Lowell School property is near the center of an unserved sector within this study area, it is recommended that playlot facilities be further developed on the existing 1.75 acres. Although some of this study area is more than $3/8$ mile from neighborhood park facilities, the distance to either Peterson Park and Lawson Park is not limiting for youths seven years of age and older.

Neighborhood Study Area No. 7 - (estimated population - 1,950)

Peterson Park, an area of 22 acres, serves the majority of neighborhood park needs in Neighborhood Study Area No. 7. The only sector that is an extreme distance from Peterson Park is the new Crestview Subdivision. It is recommended that a minimum of three acres be obtained near the

Crestview Subdivision to serve as a neighborhood park. Priority should be given to the construction of playlot facilities within this additional property.

Neighborhood Study Area No. 8 - (estimated population 2,950)

The existing facilities of Lawson Park and Lincoln School serve the majority of neighborhood needs in this study area. Their combined acreage is 8.5.

However, the distance of Green Meadows Subdivision No. 2 and its high percentage of children from Lincoln School facilities poses the immediate need for playlot facilities and the anticipated need for neighborhood park facilities in the southern sector of this study area. It is recommended that a minimum of three acres be obtained outside the corporate limits near the southern extreme of 15th Street for neighborhood park and playlot purposes. The development of playlot facilities should be given priority in order to increase convenient facilities for the pre-school children whose range of accessibility is limited.

Due to the limited acreage of the Lincoln School property, it is recommended that at least one and one-half acres be obtained adjacent to the existing property to be developed as a neighborhood park and playlot. The additional property along with the existing facilities should be landscaped and developed as a neighborhood park-school area.

Neighborhood Study Area No. 9 - (estimated population - 1,200)

This area is fortunate in having the 17 acre outdoor site of the new

Franklin Elementary and Jefferson Junior High Schools within its boundaries. The development of this new site should include neighborhood park and playlot facilities. Franklin Elementary School is well designed to provide indoor recreation facilities adjacent to the outdoor areas.

The extreme southeastern sector of this study area is more than 3/8 mile from neighborhood park and playlot facilities. It is recommended that a minimum of three acres be obtained near the extreme southeastern corporate limits for neighborhood park and playlot purposes. The development of playlot facilities should be given priority.

Other Areas

The only major area that is not included as a neighborhood study area are the subdivisions north and south of Western Avenue, outside the western corporate limits. On the assumption that sometime in the future this area will be annexed to the City, it is recommended that consideration be given to obtaining a minimum of three acres for neighborhood park and playlot purposes.

Evaluation of Community Park Facilities

A community park is an area from 10 to 20 or more acres providing recreation facilities for a group of neighborhood units. Planned primarily for young people and adults, though serving all ages, this area provides a wider range of facilities than does the neighborhood park. However, neighborhood facilities should be provided within it. Usually found within a

community park are fields and courts for various sports, picnic areas, areas of natural beauty and various other facilities. It sometimes includes an outdoor swimming pool and indoor facilities including gymnasiums. One mile is generally recognized as the maximum effective service radius of a community park.

In determining the status of Mattoon's community park facilities, it is evident that the two most outstanding community parks are Lytle and Peterson Parks. Between these two existing areas and additional community-wide facilities on the Mattoon Senior High site and the newly-constructed Jefferson Junior High site, the majority of the eastern and western community needs of Mattoon are adequately served.

The only sector of the City which is lacking community park facilities is the central-northern area. It is recommended that at least thirty acres within or adjacent to the northern sector of Neighborhood No. 2 (near Dodge Grove Cemetery) be obtained. Due to the fact that existing community-wide areas are located within the central or southern parts of the city, provision should be made for additional facilities to be located in this northern sector. This additional area, along with further development of the Jefferson Junior High and Mattoon Senior High sites would meet the anticipated needs as well as the present needs of the City.

Evaluation of City-Wide Park Facilities

A city-wide park is by definition, an area of at least thirty acres that provides recreation facilities for the whole city. Within a city-wide

park are various facilities that serve all ages; a playlot; neighborhood facilities; community facilities; plus other special facilities not provided by community parks. These may include a lake for boating, swimming, and fishing; natural areas; and a golf course, among other facilities.

At present, there are no existing areas that can be classified as city-wide parks within or adjacent to the corporate limits. Only Lytle and Peterson Parks have certain special facilities that are used on a city-wide basis.

Although a few miles from the City, Lake Paradise and Lake Mattoon can be fully considered as city-wide park areas. With further public development of facilities, both areas could afford maximum opportunities for all of the Mattoon citizenry. All areas within both lake sites that are, or could be developed for recreational purposes should be placed under the jurisdiction of the proposed recreation and parks managing authority. The only problem involved in the recreation potential of these lakes is the convenience and accessibility of these areas. Part of this problem could be solved by the provision of public transportation to and from these areas during the summer months.

The same need is apparent in the provision of city-wide facilities as in community facilities. A large area should be obtained in the northern sector of the City (as previously recommended) to provide city-wide and community facilities as well as additional neighborhood facilities. This additional area, along with the existing areas at Lake Paradise and Lake Mattoon would meet the City's anticipated city-wide park needs.

Evaluation of Special Recreation Facilities

Aside from the evaluation of the above mentioned areas on which most special recreation facilities should be located, it is necessary to determine whether there are sufficient amounts and types of special recreation facilities to serve the City. Therefore, the following is a series of evaluations in terms of special recreation facilities that should be provided within Mattoon.

Community Centers

A Community Center is a building which is designed to provide diversified indoor recreation facilities.

Usually included within the building are indoor areas for events of a social nature; informal reading rooms; game rooms for table tennis, billiards, shuffleboard, etc.; meeting rooms and an auditorium, snack bar and kitchen; and a gymnasium. To serve its purpose such a building must be generally and regularly available for the recreational use of the entire community the year round.

The need for a community center has been a need of long-standing within the City. Some years ago, an attempt to establish a local Young Men's Christian Association was unsuccessful. To further point out the need, "The Huddle", a youth center located in the basement of the Central Community Church and initiated by Rev. Earl O'Neal has outgrown its limited facilities. Aside from the facilities of the attractive Burgess-Osborne Auditorium, there are few indoor public facilities for recreational purposes.

The standard of one community center for every 20,000 people recommended by the National Recreation Association should be met by the City of Mattoon. Aside from the indoor recreational facilities needed by the youth, a community center should be obtained to serve the indoor recreational needs of all ages, from those of adolescents to senior citizens. The center should be centrally located within the City.

Anticipated Needs - Two Community Centers or one large center plus extensive usage of existing school facilities suitable for social and recreational purposes will be needed to meet the indoor recreation needs of the anticipated population.

Golf Courses -

The standard of one hole for every three thousand persons seems to be exceedingly low for Mattoon. Throughout the survey, the need for public golfing facilities was one of the most often mentioned needs even though the Mattoon Country Club provides an 11-hole course. At least a nine-hole course is needed at present, and serious consideration should be given to the construction of an eighteen-hole course.

It is recommended that the proposed public golf course be constructed either at Lake Mattoon or adjacent to the proposed city-wide community park in the northern part of the city.

Anticipated Needs - One eighteen-hole golf course or two nine-hole golf courses will be needed.

Tennis Courts -

According to recommended standards of one tennis court per 2,000 population, Mattoon with thirteen courts more than meets this standard. The distribution of these facilities is adequate, except for the northern sector of the city where tennis facilities need to be provided.

Anticipated Needs - A total of eighteen tennis courts will be needed.

Baseball Fields -

The standard of one baseball field for every 6,000 population is exceedingly low for Mattoon, due to the large number of youths participating in the junior baseball leagues. Even though, according to these standards Mattoon has no deficit, it is recommended that additional baseball fields be established either by the construction of new fields or by using some of the existing softball fields for the younger league, if at all possible. It is again evident that the northern section of the City lacks an available baseball field.

Anticipated Needs - A total of six or more baseball fields will be needed.

Softball Fields -

Mattoon, with 14 softball fields, more than meets the standard (6 or more) required for adequate softball facilities. As was recommended in the previous evaluation of baseball fields, it is felt that some of these

softball fields should be converted for use by the junior baseball league. if at all feasible.

Anticipated Needs - Softball fields should be provided within each additional neighborhood park area that has been recommended.

Swimming Pools (Outdoor and Indoor) -

According to recommended standards, outdoor swimming facilities to serve 3% of the total population at one time should be provided. The large outdoor pool at Lytle Park adequately meets this standard. Being located at the western edge of the City, there is a problem of convenience and accessibility for those citizens residing in the eastern part of the City.

One of the outstanding needs in Mattoon is for an indoor swimming pool offering year-round swimming facilities. With this need in mind, plus the inconvenience of present outdoor swimming facilities, it is recommended that a combination indoor-outdoor pool be constructed within the new Jefferson Junior High site, and jointly financed by the public school system and the City. In so doing, swimming instruction could be offered as part of the curriculum at Jefferson Junior High, and during after-school hours, the pool could be opened to the public. During the summer months, the pool could be converted to an outdoor facility by the partial removal of the ceiling and side-walls.

With the construction of this type of facility, the anticipated indoor and outdoor swimming needs as well as the present indoor swimming needs would be met by the construction of one facility.

Wading Pools or Spray Basins -

There are no wading pools or spray basins located in the City, at present. It is recommended that one spray-type facility be constructed on each neighborhood park.

Anticipated Needs - One wading pool or spray basin will be needed at each major park site in each neighborhood.

Art and Craft Rooms -

Although there are no public indoor facilities specifically for arts and crafts, the public school system has six wood and metal shops located within Central Junior High, Jefferson Junior High, and Mattoon Community Senior High. If the use of these shops are available along with additional rooms within these same buildings, no deficit will exist and needs can be easily met.

Anticipated Needs - No deficit is anticipated.

Auditoriums -

Burgess-Osborne Auditorium, the City Hall, and the gymnasiums within the public schools more than meet the need of space for large group meetings and dramatics events.

Anticipated Needs - No deficit is anticipated.

Gymnasiums -

The ten public school gymnasiums easily meet the need for gymnasium facilities within the City.

CHAPTER IV

EXISTING RECREATION PROGRAM SERVICES

The status of recreation program services within the City of Mattoon was determined by the use of the Program Service and Facility Questionnaire (note Appendix A) distributed to voluntary agencies, private organizations, clubs, and church groups within the City. No public tax-supported agencies providing recreation program services presently exist. Table VII page 56 lists the recreation program services of those groups that returned the questionnaires.

Public recreation services are being provided to the citizens of Mattoon on a limited basis. The Mattoon Recreation Board, an unincorporated organization, has, for the past twenty years, administered and operated program services through funds provided by the United Fund (formerly Community Chest). Being severely hindered by the lack of financial means, the Board has not been able to provide a basic year-round program of activities. Summer activities include men's softball league, free swimming program, tennis instruction, teenage dances, square dances, and baton twirling. Winter activities include basketball leagues and baton twirling. (Appendix D page is a copy of the annual statement of activities and finances of the Mattoon Recreation Board.)

The Central Community Church, under the guidance of Reverend Earl O'Neal, has since 1956, provided a youth center for the City in the basement of the church. Membership is open to any youth of high school or college age.

"The Huddle," as it is known, has facilities for dancing, television viewing, table tennis, shuffleboard, pool, billiards and numerous table games. A short order kitchen and soda fountain are located in the club room. "The Huddle" is open two evenings a week from 7:00 P.M. to 10:00 P.M. Membership fees (which are extremely low), special projects and donations, are the only financial sources for the continued operation of the Center. Participation has been so great that facilities are constantly over-crowded. A total of 15,600 youth attended "The Huddle" in 1958.

The various junior baseball leagues in the City provide an extensive baseball program for boys ten years of age and older, through the financial cooperation of service organizations, fraternal organizations, and local commercial sponsors.

Most of the remaining program services within the City are either limited by a short age-group span, (i.e., Girl Scouts), specialized interest offerings, or by selective participation. This is not to state that offerings of this type are not important or productive. Because of these various offerings many of the youth and adults of the City have an opportunity to participate in wholesome recreation activities.

It is evident, however, that because of present insufficient funds for public recreation purposes, plus the lack of coordinated planning among organizations and agencies, many of the citizens lack the needed opportunity to participate. Only by means of a public tax-supported recreation authority will Mattoon be able to satisfy the recreation needs of the overwhelming majority of its citizens.

TABLE VII
PROGRAM SERVICES OF ORGANIZATIONS, CLUBS,
AND CHURCHES

Name	Cost of Program	Number of Participants	Age Groups Served	Types of Program Services
Jaycees	\$3,000	300	Boys Family	Baseball Picnics
Lions	None	None Recorded	Teen-age Family	Dances Picnics
Community Theatre	\$800	700	All ages	Amateur Production of plays
Recreation Board		(See Page 89 Appendix D)		
Rotary Club	\$100	None Recorded	Boys	Baseball
Demolays	None	None Recorded	Teen-age	Softball Bowling Basketball Dances Hay Rides
Elks	\$1,000	None Recorded	6-15 Male 9-15 Male & Female 9-15 Male All ages	Baseball Square Dances Football Social
Knights of Columbus	\$2,500	5,800	8-12 Male 8-12 Male 8-14 Male All ages	Basketball Baseball Scouting Social
Moose	None	2,000	Adults	Dances Banquets Parties
Boy Scouts	\$7,000	3,600 None Recorded	Children 8-18 Male	Parties Scouting

TABLE VII (Continued)

Name	Cost of Program	Number of Participants	Age Groups Served	Types of Program Services
Country Club	No amount listed	None Recorded	Adults	Golf Social Golf instructions
Girl Scouts	No amount listed	1,200	7-17 Female	Scouting Camping Roller Skating Chorus
Horseshoe Club	None	None Recorded	Adults Male Family	Horseshoes Picnics
Kennel Club	\$1,855	700	All ages	Dog Shows Dog Classes
Rainbow Riding Club	No amount listed	2,500	All ages	Square Dances Horseback Riding
Rifle and Pistol Club	\$2,400	1,200	8-18 Male & Female 18+ Male	Shooting Shooting
Tennis Club	No amount listed	None Recorded	All ages	Tennis Play Tournaments Instruction
Babe Ruth Baseball	\$2,100	3,000	13-15 Male	Baseball
Connie Mack Baseball	No amount listed	None Recorded	16-19 Male	Baseball
Little League Baseball	\$1,000	None Recorded	10-12 Male	Baseball
Central Community Church		(Note written report on page 54.)		
East Side Baptist Church	No amount listed	500	Youth	Fellowship Skating Hiking
Edgar Avenue Baptist Church	No amount listed	200	Family Teen-age	Picnics Parties Skating Social
First Presbyterian Church	No amount listed	None Recorded	Family Teenage	Social Bowling Skating Scouting Dances Basketball Table Tennis Shuffleboard

CHAPTER V

SURVEY OF THE RECREATION INTERESTS
OF THE YOUTH AND ADULTS

In following the principle that planning for recreation must be based upon a knowledge of the needs and resources of the community, it was imperative that information be gathered relating to the interest needs of the citizens. The recreation needs and interests of the people are a primary factor in determining the type of service to be offered.

Although the scope of this survey is not to recommend individual activities that should be offered, attention was given to general areas of activities and their relationship to facility needs of the city.

As is stated in Chapter I, two recreation interest questionnaires were used to secure this information. Samples of the interest questionnaires used in the survey are located in Appendices B and C. The youth interest questionnaires were filled out by junior and senior high age youths through the cooperation of the public and parochial schools. The adult interest questionnaires were filled out by persons attending various organization meetings; and by persons employed at the local General Electric, Blaw-Knox, and Brown Shoe Company plants.

Instructions stated on the questionnaire, although not limiting individual choice, requested the person filling out the questionnaire to circle the five activities in which he or she was most interested. Only these five circled activities were tabulated along with personal information and answers to other questions that were asked. (Only questionnaires filled out by persons residing

within the corporate limits of Mattoon were tabulated.)

Recreation Interests of the Adults Within Mattoon -

Exactly five-hundred twenty-two adult questionnaires were distributed to various adults within the community. Characteristics of the adults filling out the questionnaires along with the results of the adult interest survey are listed in the following table: (Only the ten most desired activities are listed.)

TABLE VIII

TABULATION SUMMARY OF ADULT INTEREST QUESTIONNAIRES

Characteristics of Respondents -

<u>Age</u>	<u>Number of Times Checked</u>
24 and under	27
25 - 29	66
30 - 34	88
35 - 39	108
40 - 44	69
45 - 49	36
50 - 54	29
55 - 59	10
60 - 64	6
65 and over	2
Not Given	81
	<u>522</u>

<u>Sex</u>	<u>Number of Times Checked</u>
Male	247
Female	233
Not Given	42
	<u>522</u>

<u>Marital Status</u>	<u>Number of Times Checked</u>
Single	48
Married	419
Not Given	55
	<u>522</u>

TABLE VIII (Continued)

<u>Number of Respondents'</u>	<u>Number of Times Checked</u>
<u>Children</u>	
0	46
1	108
2	161
3	99
4	26
5	9
6 and over	5
Not Given	68

Reasons for Non-Participation or Lack of Participation in Recreational Activities. (Any number could be checked.)

<u>Reasons</u>	<u>Number of Times Checked</u>
Not enough leisure time	289
No facilities conveniently available (Parks, Playgrounds, Gymnasias, etc.)	60
Leadership not available	26
Poor health	9
Physical defects due to accident or previous illness	12
Too expensive	77
Domestic Responsibilities	148

The City Has Responsibility For, and Should Provide Recreation Services

<u>Opinions</u>	<u>Number of Times Checked</u>
Yes	286
No	68
No Opinion	71
Not Given	97
	522

The Ten Most Desired Adult Activities

<u>Activity</u>	<u>Number of Times Checked</u>
Golf	95
Swimming	88
Bowling	75
Square Dancing	71
Social Dancing	65
Home Decorating	56
Fishing	55
Card Playing	47
Riding (Horses)	45

Recreation Interests of the Youth Within Mattoon -

Exactly fourteen hundred fourteen questionnaires were filled out by youths residing within Mattoon. Characteristics of the youths filling out the questionnaires along with the results of the youth interest survey are listed in the following table: (Only the ten most desired activities are listed.)

TABLE IX
TABULATION SUMMARY OF YOUTH INTEREST QUESTIONNAIRES

Characteristics of Respondents -

<u>Age</u>	<u>Number of Times Checked</u>
12 years and under	187
13	251
14	231
15	279
16	204
17	169
18 and over	66
Not Given	27
	1,414

<u>Sex</u>	<u>Number of Times Checked</u>
Male	744
Female	667
Not Given	3
	1,414

The Ten Most Desired Youth Activities

<u>Activity</u>	<u>Number of Times Checked</u>
Swimming	449
Boating	354
Bowling	309
Tennis	296
Archery	277
Camping	230
Ice Skating	213
Basketball	197
Diving	184
Baseball	180

The tabulation summary of the adult interest questionnaires points out specific deficiencies in the public recreational opportunities within Mattoon. These deficiencies are as follows:

1. The need is great for a public-owned golf course. (Not enough of the citizens are served by the Mattoon Country Club's private golfing facilities.)
2. Due to the great interest expressed in swimming (second most desirable) as an activity, year-round facilities need to be provided by a public indoor swimming pool.
3. A public indoor recreation program should be established to serve the social needs of the adults in the City. (This program would include social and square dancing, arts and crafts classes, along with numerous other activities for all ages.)

Reasons for the lack of participation or non-participation in recreation activities on the part of adults are quite evident and conclusive. Of this group the two most common reasons were (1) the lack of leisure time and (2) domestic responsibilities.

The answers to the question concerning the responsibility of the City to provide recreation services also indicated that the citizens of Mattoon feel that the provision of recreation services is a public responsibility. Those voting in the affirmative outnumbered by fifty the combined total of those indicating a negative opinion, no opinion, and those who did not list their opinion. Indications point to the successful passage of a referendum to establish a tax-supported recreation program.

The tabulation summary of the youth interest questionnaires also points out certain deficiencies in the recreational opportunities within Mattoon. These deficiencies are as follows:

1. With swimming being the most desired activity among youths, (and second most desirable among the adults), the need for year-round swimming facilities are urgently needed.

2. Of the ten most desired activities expressed by the youth of Mattoon, the lake areas outside the corporate limits could provide facilities for at least four of these; swimming, boating, camping, and diving; the only problem being convenience and accessibility.

It is recommended that a supervised day and over-night camp be established at Lake Mattoon offering facilities for these four activities along with various others such as nature trails, hiking, archery, etc. This would necessitate furnished transportation by public-owned vehicles between the city and Lake Mattoon during the summer months.

3. An evident winter-season need is the availability of ice-skating facilities. At the present time there is no existing area that could feasibly be flooded. Such an area should be constructed within or adjacent to one of the larger parks; or within the recommended combination community-city-wide park in or near the northern section of the city.

(The remaining most desired activities are ones in which existing facilities, along with the existing programs, are able to meet the present needs.)

General Program Needs -

The first part of this chapter has described the results of the recreation interest survey that was undertaken in the City. It has provided an insight into the present specific activity and program needs of Mattoon citizens. Aside from these specific needs that were indicated by the survey, a year-round well-balanced, program of activities should be provided in any city. This program should provide a wide range of activities for all ages and both sexes.

Individuals participate in recreation activities because they seek pleasure and satisfaction. There is no compulsion from without; the motivation comes from within each individual. An individual's pleasure and satisfaction usually accompanies a degree of mastery of a certain activity or activities. Therefore, a successful program must offer recreational opportunity for all ages to participate in activities which offer the best opportunities for personal success, and at the same time provide opportunities for individuals to experience and participate in new activities.

Recreational activities can be divided into seven general categories, sports and athletics, dancing, social activities, dramatics, music, arts and crafts, and nature activities. If a recreation program is planned to serve the needs of all, an adequate number of activities within each general category must be provided on a year-round basis.

The following evaluation of the quantity of program services in Mattoon is based upon the seven general activity categories.

Sports and Athletics -

Although this activity area offers more participation opportunities than do any of the others, deficiencies exist in the scope of activities that are being offered. Public facilities and programs for the following activities should be established; archery, badminton, golf, handball, ice skating, soccer, touch football, and volleyball.

Dancing -

This activity area is especially limited in the City. For those who are not members of some organization, club, or group, few opportunities exist. Public indoor facilities and programs should offer opportunities for all ages to participate in social, square, and folk dancing activities.

Social Activities -

Opportunities for social activities in Mattoon are not as limited as are other activity areas. Organizations, clubs, groups, and the schools offer some opportunities for social activities. The outstanding need in this activity area is for public facilities (a community center) established to offer social activities for all ages. Specific program needs for a youth program and a program for senior citizens should be met.

Dramatics -

The Community Theatre Group is presently offering public opportunities for individuals to participate in dramatics. The opportunities offered by

this group should be further publicized and encouraged along with dramatics offerings in the schools.

Music -

Organized musical participating opportunities are offered in the public schools. These offerings exist only for the youth of the City. Both vocal and instrumental program opportunities should be offered to the public.

Arts and Crafts -

The facility needs for this activity area can presently be met by public school facilities. However, no public program exists. A supervised program of arts and crafts should be established. Particular emphasis should be placed upon adult participation in using the existing facilities that are available in the public schools.

Nature Activities -

The only existing nature program offerings are being provided by the Boy and Girl Scouts. A public camping and hiking area, including nature trails should be established at either Lake Mattoon or Lake Paradise. (This should also include an area and facilities for family camping.) As previously recommended in the first part of this chapter, day-camping and over-night camping should be made a part of a public recreation program.

It was not the intention or scope of this survey to evaluate the quality of existing program services in Mattoon. The valuable services that these

existing programs are providing cannot and should not be underestimated. It is evident, however, that adequate program services are not being provided, and cannot be provided until a public, tax-supported authority is established for the purpose of providing recreational facilities and programs for all citizens. Until the time when a public managing authority for recreation is established, recreation opportunities in Mattoon will be deficient and inadequate. Voluntary and private organizations cannot and should not be expected to shoulder the responsibility of providing an adequate range of public recreation services. They have neither the financial means nor the necessary governmental powers that are essential in this endeavor.

CHAPTER VI

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

The previous chapters have included a detailed description and evaluation of existing park areas, recreation facilities and programs within Mattoon, including recommendations for meeting deficiencies in each. The following conclusions summarize the status of recreation opportunities within the City; the recommendations listed after the conclusions summarize the necessary action that should be undertaken to resolve the deficiencies. It is emphasized that the recommendations provide for an ultimate population of 35,000 persons.

Conclusion 1 -

Provision of recreation opportunities are deficient in Mattoon because no central authority has the responsibility or the financial means to provide a well-balanced, year-round recreation program for all its citizens.

Recommendation 1 -

A. A tax-supported public recreation authority should be established by referendum under the Public Playground and Recreation Center Law of 1921, as amended, to provide adequate recreation facilities and programs for all citizens. (A general description of this law is given in Appendix E.)

B. Upon successful passage of the referendum, it is recommended that the legal authority for recreation be vested through ordinance in the

existing Mattoon Park Board, which thereafter should be known as the Mattoon Recreation and Park Board. (A sample ordinance is given in Appendix F.)

C. The new Mattoon Recreation and Park Board should operate according to generally accepted standards for the management and operation of such authorities. (A description of these standards is given in Appendix G.)

Planning

Conclusion 2 -

Cooperative planning for recreation among existing organizations, agencies, clubs, and churches is extremely lacking in the City.

Recommendation 2 -

A. The proposed Mattoon Recreation and Park Board along with the Mattoon Planning Commission, the Board of Education and the Mattoon Township Park Board should meet periodically to plan jointly for coordination of their efforts, and should pool their resources to the full use of all existing and potential public assets.

B. All organizations, agencies, and clubs within Mattoon, which have as a major function the provision of recreation and leisure-time services, should periodically meet and jointly coordinate their efforts for the full use of all existing and potential assets. This cooperation should extend to the mobilization, pooling, and use of all available resources.

C. Organized recreation must receive general support from the adults of the community if it is to succeed. If individual citizens do not realize the value of organized recreation for themselves, as well as for the youth, the success of recreation in the City will be greatly impaired. In order to provide this needed public support, and to assist in planning to meet program and facilities needs, it is recommended that adult clubs be formed for each neighborhood park, and that the Parent-Teachers Association, along with other groups, work directly with recreation leaders.

Finance

Conclusion 3 -

At the present time there is a deficiency in funds available to adequately finance public recreation programs and services in Mattoon.

Recommendation 3 -

A. The referendum to create a public recreation authority for the City should stipulate that .0667 % (2/3 mill) be levied to financially support public recreation in Mattoon. This levy would yield approximately thirty thousand dollars for public recreation. With the approximate amount of twenty-four thousand dollars yielded by the present City Park levy, these combined amounts would provide adequate tax funds for the operation of recreation and parks in Mattoon.

B. Tax funds should be supplemented by revenue derived from the levying of fees and charges for special programs and for the use of certain facilities. The average amount of revenue obtained through fees and charges by Illinois recreation and park agencies is fifteen per cent of the total operating budget. It is generally accepted as sound fiscal policy that revenue from this source may comprise as much as twenty-five per cent of the total operating budget.

C. Funds for capital improvements, including land acquisition, buildings, and other major improvements should be financed by bond issues as provided in the statutes and by public subscriptions. Such expenditures cannot normally be met from tax funds levied for operating purposes.

Personnel

Conclusion 4 -

Professionally trained leadership is needed in the administration of public recreation and parks in Mattoon.

Recommendation 4 -

A. A Superintendent of Recreation and Parks should be employed in accordance with the job description in Appendix H.

B. The salary range for the position of Superintendent of Recreation and Parks should be from \$6,500 to \$8,000.

Areas and Facilities

Conclusion 5 -

Existing recreation areas and facilities within Mattoon, and vicinity, are inadequate to meet present and anticipated needs.

Recommendation 5 -

A. Additional acreage and facilities are needed for neighborhood park and playlot purposes in the following neighborhood study areas.

Neighborhood Study Area No. 1 -

(1a) A minimum of three acres should be obtained within present corporate limits north of Shelby Street, east of 33rd Street and west of 28th Street, to be landscaped and developed as a neighborhood park.

(1b) The existing area formed by the combined facilities of Bennett Elementary School and Lytle Park should be further landscaped and developed as a neighborhood park-school area, furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 2 -

(2a) A minimum of one additional acre should be obtained adjacent to the present Hawthorne Elementary School site.

(2b) The existing site and the recommended additional acreage should be further landscaped and developed as a neighborhood park.

Neighborhood Study Area No. 3 -

(3a) A minimum of three acres should be obtained within or adjacent to present corporate limits north of Piatt Street, east of 14th Street and west of 9th Street, to be landscaped and developed as a neighborhood park.

(3b) The existing area formed by the combined facilities of Washington Elementary School and Allison-Cunningham Park should be further landscaped and developed as a neighborhood park-school area, furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 4 -

(4a) A minimum of one and one-half acres should be obtained adjacent to the present Grant Park Elementary School site.

(4b) The existing site and the recommended additional acreage should be further landscaped and developed as a neighborhood park.

Neighborhood Study Area No. 5 -

(5a) A minimum of three acres should be obtained within or adjacent to present corporate limits near the Willow Drive Area, to be landscaped and developed as a neighborhood park.

(5b) The existing area formed by the combined facilities of Columbian Elementary School and Kinzel Park should be further

landscaped and developed as a neighborhood park-school area, furnishing indoor as well as outdoor facilities.

Neighborhood Study Area No. 6 -

(6a) The existing Lowell Elementary School site should be further landscaped and developed to provide playlot facilities.

Neighborhood Study Area No. 7 -

(7a) A minimum of three acres should be obtained near the Crestview Subdivision to be landscaped and developed as a neighborhood park.

Neighborhood Study Area No. 8 -

(8a) A minimum of three acres should be obtained near the southern extreme of 15th Street to be landscaped and developed as a neighborhood park.

(8b) A minimum of one and one-half acres should be obtained adjacent to the present Lincoln Elementary School site.

(8c) The existing Lincoln Elementary School site and the recommended additional acreage should be further landscaped and developed as a neighborhood park.

Neighborhood Study Area No. 9 -

(9a) A minimum of three acres should be obtained near the

extreme southeastern corporate limits to be landscaped and developed as a neighborhood park.

(9b) The development of the new Jefferson Junior High - Franklin Elementary School site should include neighborhood park facilities.

Other Study Areas -

(a) Consideration should be given to obtaining a minimum of three acres in a centrally located area within the new subdivisions off Western Avenue.

B. Additional acreage and facilities are needed for community and city-wide purposes in the following locations.

(1) A minimum of thirty acres should be obtained within or adjacent to the northern sector of Neighborhood Study Area No. 2 to be landscaped and developed as a combination community, city-wide park.

(2) The present lake sites should be further landscaped and developed to offer more regional and city-wide public facilities. All areas within both lake sites that are presently developed, or could be developed for recreational purposes should be placed under the jurisdiction of the proposed Mattoon Recreation and Park Board.

C. Additional special facilities are needed to meet the present and anticipated needs of the City.

(1) A centrally located building, to be used as a community center, should be constructed or purchased.

(2) Land should be obtained either adjacent to the recommended community, city-wide park, or at the Lake Mattoon site, for the purpose of developing a public nine-hole golf course. Sufficient acreage adjacent to this nine-hole course should be obtained on which to develop an additional nine holes whenever desired.

(3) Tennis facilities should be provided within the recommended community, city-wide park in the northern sector of the City.

(4) A baseball diamond should be provided within the recommended community, city-wide park in the northern sector of the City.

(5) A combination indoor and outdoor swimming pool should be constructed adjacent to the Jefferson Junior High building to serve both the school and the public needs. (Its construction should be jointly financed by the City and Public School District No. 2.)

(6) Spray basin facilities should be provided within each neighborhood park site.

(7) An area within the recommended community, city-wide park should be developed to offer ice-skating facilities whenever possible during the winter.

(8) An area should be set aside at either lake site to provide day-camping, over-night camping, and family camping facilities.

Program

Conclusion No. 6 -

Existing recreation program services within Mattoon, and vicinity, are inadequate to meet present and anticipated needs.

Recommendation No. 6 -

A. Under the authority of the proposed Mattoon Recreation and Park Board, and through its superintendent, a year-round recreation program for all ages should be established, providing a wide range of program offerings in the following categories: sports and athletics, dancing, social activities, dramatics, music, arts and crafts, and nature activities.

B. As shown by the results of the recreation interest survey, special priority should be given to the provision of the following program opportunities: golf, swimming and diving, square and social dancing, boating, camping, tennis, archery, and ice-skating.

C. Special consideration should be given to the provision of program opportunities for persons over sixty years of age. It is recommended that a senior citizen's club, under the sponsorship of the Recreation and Park Department be established.

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APPENDIX A

PROGRAM SERVICE AND FACILITY QUESTIONNAIRE

* * * * *

1. Official name of organization _____
_____.
2. Local address _____ Phone _____.
3. Name of executive officer _____ Title _____.
4. What year was the organization established in Mattoon? _____
5. Is your organization incorporated? Yes _____ No _____
6. What are the qualifications necessary for membership?
(Age, sex, specific characteristics, etc.)
7. What are the general stated purposes of your organization?
(Attach written copies, if available)
8. What is the general nature of services rendered?
(Educational, recreational, religious, social, etc.)
9. Are these services available to members only? Yes _____ No _____
10. What were the specific sources of your income in 1958?

11. What was the total budget and the total expenditures of your organization for recreation and leisure time programs during 1958?

Total budget _____ Total expenditures _____

12. What, if any, is the schedule of fees, charges, dues (participation or affiliation) or assessments for the various recreation and leisure time activities and services offered by your agency?

13. Does your organization register program participants?

Yes _____ No _____

14. What was the total recorded attendance in all recreation and leisure time activities conducted by your organization in 1958? (If attendance was not kept, please estimate).

<u>Type of</u> <u>Service or</u> <u>Activity</u>	<u>Total</u> <u>Attendance</u>	<u>Age Group(s)</u> <u>Served</u>	<u>Sex</u>
--	-----------------------------------	--------------------------------------	------------

15. What special programs of a recreational nature were offered the following groups by your organization?

(a) Persons over 60 years of age?

(b) Family groups?

(c) Teenage groups?

(d) Other special groups?

16. Are all recreation or leisure time activities sponsored by your organization conducted on or in organization-owned property? Yes ___ No ___

(a) If no, what facilities not owned or controlled by your organization are utilized to conduct these programs?

<u>Activity</u>	<u>Facility Used</u>	<u>Agency Controlling the Facility</u>
-----------------	----------------------	--

17. Please list all those areas and facilities that are owned or controlled by your organization. (Indoor and outdoor, dimensions, of, present type of use, or uses, equipment, etc.)

<u>Area or Facility</u>	<u>Dimension (in feet) and/or seating capacity</u>	<u>Present type of use or uses</u>	<u>Special equipment in or on</u>

18. To what extent does your organization participate in coordinated planning with other agencies or groups in the community?

19. Do you feel there is a need to improve present methods of coordinating recreation programs and services offered by organizations and agencies in the City of Mattoon?

Yes _____ No _____

(a) If yes, how do you feel this could be best accomplished?

20. What neighborhoods in the City of Mattoon, in your opinion, are most in need of additional recreation and leisure time programs and services? (Please explain)

21. What additional comments would you wish to make regarding recreation in the City of Mattoon?

(Use back of sheet, if necessary).

If you desire that any of this information be kept confidential, please indicate.

APPENDIX B

ADULT INTEREST QUESTIONNAIRE

Address _____ Age _____ Sex M _____ F _____
 Marital Status S _____ M _____ Number of Children _____

Instructions for Filling Out Check-List

1. Place an (X) in Column 1 after the activities in which you now participate.
2. Place an (X) in Column 2 after the activities you want to participate in (or would participate in more) if given the opportunity.

Part I - Athletics

Part II - Dramatics

- | | 1 | 2 |
|------------------------|---|---|
| 1. Archery | | |
| 2. Badminton | | |
| 3. Bait or Fly Casting | | |
| 4. Baseball | | |
| 5. Basketball | | |
| 6. Bicycling | | |
| 7. Boating | | |
| 8. Bowling | | |
| 9. Diving | | |
| 10. Fencing | | |
| 11. Golf | | |
| 12. Handball | | |
| 13. Horseshoes | | |
| 14. Ice Skating | | |
| 15. Pool or Billiards | | |
| 16. Riding (Horses) | | |
| 17. Roller Skating | | |
| 18. Shuffleboard | | |
| 19. Skeet Shooting | | |
| 20. Softball | | |
| 21. Swimming | | |
| 22. Table Tennis | | |
| 23. Tennis | | |
| 24. Touch Football | | |
| 25. Volleyball | | |
| 26. Others (List) | | |
| 27. _____ | | |
| 28. _____ | | |

- | | 1 | 2 |
|--------------------|---|---|
| 29. Minstrel Shows | | |
| 30. Pageants | | |
| 31. Plays | | |
| 32. Puppetry | | |
| 33. Skits | | |
| 34. Story Telling | | |
| 35. Others (List) | | |
| 36. _____ | | |

Part III - Dancing

- | | 1 | 2 |
|-------------------|---|---|
| 37. Folk | | |
| 38. Square | | |
| 39. Social | | |
| 40. Tap | | |
| 41. Others (List) | | |
| 42. _____ | | |

Part IV - Arts and Crafts

- | | 1 | 2 |
|-------------------|---|---|
| 43. Ceramics | | |
| 44. Cooking | | |
| 45. Knitting | | |
| 46. Leather Craft | | |
| 47. Wood Working | | |

(Continue on next page)

Part IV - Arts and Crafts
(Continued)

	1	2
48.	Metal Working	
49.	Millinery	
50.	Sewing	
51.	Weaving	
52.	Pottery	
53.	Home Decorating	
54.	Others (List)	
55.		
56.		

Part V - Music

	1	2
57.	Instrumental	
58.	Vocal	
59.	Others (List)	
60.		
61.		

Part VI - Nature Activities

	1	2
62.	Astronomy	
63.	Bird Study	
64.	Camping	
65.	Fishing	
66.	Gardening	
67.	Flowers	
68.	Geology	
69.	Hiking	
70.	Hunting	
71.	Indian Lore	
72.	Picnicking	
73.	Others (List)	
74.		
75.		

Part VII - Social Activities

	1	2
76.	Card Playing	
77.	Table Games	
78.	Others (List)	
79.		
80.		

Note - Go back over the questionnaire and circle the checks of the top five activities in which you are most interested in participating. (Column 2)

If you DO NOT participate in recreational activities, or only participate to a very limited extent, which of the below mentioned reasons comes the nearest to describing why you don't participate more? (Check as many reasons as applicable).

- ☐ a. Not enough leisure time.
- ☐ b. No facilities conveniently available (Parks, Playgrounds, Gymnasias, etc.)
- ☐ c. Leadership not available.
- ☐ d. Poor health.
- ☐ e. Physical defects due to accident or previous illness.
- ☐ f. Too expensive.
- ☐ g. Domestic responsibilities.

If there are other reasons, not listed above, please give them here: _____

✓ Do you think that the city government has responsibility for,
and should provide recreation services?

Yes _____ No _____ No opinion _____

Please list below or on the back of this page any additional
comments which you might have.

APPENDIX C

YOUTH INTEREST QUESTIONNAIRE

Name _____
 Address _____ Age _____ Sex M _____ F _____
 Do you live within the city limits of Mattoon? Yes _____ No _____

Instructions for Filling Out Check-List

1. Place an (X) in Column 1 after the activities in which you now participate.
2. Place an (X) in Column 2 after the activities you want to participate in (or would participate in more) if given the opportunity.

Part I - Athletics

	1	2
1. Archery		
2. Badminton		
3. Baseball		
4. Basketball		
5. Boating		
6. Boxing		
7. Bowling		
8. Diving		
9. Fencing		
10. Golf		
11. Gymnastics		
12. Handball		
13. Horseshoes		
14. Ice Skating		
15. Pool or Billiards		
16. Shuffleboard		
17. Roller Skating		
18. Soccer		
19. Softball		
20. Swimming		
21. Table Tennis		
22. Tennis		
23. Touch Football		
24. Volleyball		
25. Wrestling		
26. Others (List)		
27.		
28.		

Part II - Dancing

	1	2
29. Folk		
30. Square		
31. Modern (Interpretive)		
32. Social		
33. Tap		
34. Others (List)		
35.		
36.		

Part III - Social Activities

	1	2
37. Card Playing		
38. Table Games		
39. Others (List)		
40.		

Part IV - Dramatics

	1	2
41. Plays		
42. Pageants		
43. Storytelling		
44. Puppetry		
45. Others (List)		
46.		
47.		

Part V - Music

	1	2
48.	Instrumental	
49.	Vocal	
50.	Others (List)	
51.		
52.		

Part VI - Arts and Crafts

	1	2
53.	Leathercraft	
54.	Weaving	
55.	Wood Working	
56.	Metal Working	
57.	Painting	
58.	Sewing	
59.	Cooking	
60.	Millinery	
61.	Ceramics	
62.	Home Decorating	
63.	Mechanics	
64.	Others (List)	
65.		
66.		

Part VII - Nature Activities

	1	2
67.	Astronomy	
68.	Forestry	
69.	Geology	
70.	Bird Study	
71.	Hiking	
72.	Camping	
73.	Indian Lore	
74.	Scouting (Girl & Boy)	
75.	Others (List)	
76.		

Note - Go back over the questionnaire and circle the checks of the top five activities in which you are most interested in participating.
(Column 2)

APPENDIX D

FINAL REPORT
 SUMMER RECREATION PROGRAM
 1958

Compiled by Chester Quinn

Activities: Men's Softball League
 Free Swimming Program
 Tennis Instruction
 Teen-age dancing
 Square dancing
 Baton Twirling

MEN'S SOFTBALL LEAGUE

No. of teams: 10

No. of players: 150

No. of games played by all teams: 54

Season started June 4 and ended August 14

One round robin and a single elimination tourney with all ten teams participating was the program.

Games were played on Monday, Tuesday, Wednesday, and Thursday evenings.

Expenses:	Director's salary:	\$230.00
	Umpire Expense:	280.00
	Set of bases:	18.49
	Score books:	1.50
	3 trophies:	<u>25.00</u>

TOTAL GROSS EXPENSES: 554.99

Income:	7 teams @ 25.00:	175.
	3 teams @ 15.00:	<u>45.</u>
		\$220.00

Net Expense to Rec. Board: \$334.99

FREE SWIMMING PROGRAM

Place: Lytle Park Pool

Time: Six Monday sessions -- 1-9 p.m.

June 16 to July 28

Those eligible: Those who were in grades 3-8 the past school year.

ATTENDANCE:	Swim no. 1:	831
	no. 2:	561
	no. 3:	1042
	no. 4:	108
	no. 5:	765
	no. 6:	<u>380</u>

Totals: 3687: for six sessions

EXPENSES:	Lytle Park Rental fees:	\$300.00
	Printing - tickets:	<u>28.18</u>

Total expense ----- \$328.18

Average cost per swimmer: \$.08

TENNIS INSTRUCTION

Place: Lawson Park Tennis Courts

Instructor: Mrs. K. C. Carlyle

Aids: Paul Carman, Micky Zike, Rod Carlyle, and other
players with advanced ability.

Time: Tuesday and Thursday. 9-12 A.M. - 12 sessions.

No. of participants: 85 (20 boys - 65 girls)

Average daily attendance: 45

Ages of those in attendance: 8-14

The Program:

Students were divided into small groups after the first two sessions. Each group was allotted 45 minutes.

Instruction was given in the basic tennis strokes, serving, and learning how to keep score.

Attendance was held down at some sessions because of the weather and the presence of players at various summer camps.

Enthusiasm of those who participated was excellent.

EXPENSE:	SALARIES:	\$75.00 (Mrs. Carlyle 50.00 - Carman 25.00)
	Tennis balls:	<u>9.64</u>
		\$84.64

TEEN-AGE DANCES AND SQUARE DANCES

Director of both dances: Emory and Mrs. Homann

Cost of dances:	\$100.00 - Homann's salary
	<u>50.00 - Police at teen-age dances</u>
	\$150.00

Teen-age dances:

No. Held: 8

Date held: Tuesday

Time: 7:30-9:45

Average attendance: 400 (est)

Highest attendance: 800 (est)

Ages: Boys and girls whose ages ranged from 6-21.

Square dances:

No. held: 6

Date held: Thursday - Time: 7:30-9:45

Average attendance: 60

BATON TWIRLING

Director: Obed Henderson

Times: Tuesday (Lawson) and Thursday (Lytle) 1-3 p.m.

No. of sessions: 14

No. of participants: 285

Average attendance at each session: 100

Cost of program: \$100.00 (director's salary)

Average of students: 4-14 years.

The Program:

Students were divided into experience groups and were given 30 minutes of instruction.

Each group averaged about 12 students.

Older experienced twirlers helped the beginners.

An exhibition was held at Peterson which featured all levels of instruction. About 80 took part in front of a nice crowd.

SUMMARY		TIMES	
ACTIVITY	EXPENDITURES	MET	PARTICIPANTS
Men's Softball	334.99	54	160
Swimming	328.18	6	1050
Tennis	84.64	12	85
Teen-dances	100.00	8	500
Square-dances	50.00	6	70
Baton Twirling	<u>100.00</u>	<u>14</u>	<u>285</u>
	\$997.81	100	2170
Co-ordinator's sal'y	500.00		
Miscellaneous exp.	<u>69.00</u>		
	\$1566.81	---- Cost of summer program	

Final Report
Winter Program
Mattoon Recreation Board
1959

<u>Activity</u>	<u>Sessions</u>	<u>Participants</u>		<u>Gross Expense</u>	<u>Net Expense</u>
		<u>No.</u>	<u>Aggregate</u>		
Men's Basketball	14	44	312	574	267
Church Basketball	10	72	560	415	275
5 & 6 B. B.	8	85	640	160	160
Baton Twirling	<u>6</u>	<u>100</u>	<u>432</u>	<u>50</u>	<u>50</u>
	38	301	1944	\$1199	\$752

\$752: Net Cost of winter program

250: Co-ordinator's salary and expense

19.89: Expense for Jl. Gazette Advertising

\$1019.89: Total cost of winter program

1958

Mattoon City Recreation Board

<u>Activity</u>	<u>Expenditures</u>	<u>Participants</u>	<u>1959 Budget</u>
Winter Programs			
Men's Basketball League	\$286.12	95	
Church (Youth) B.B. League	333.00	65	
5 & 6 Boys Sat. A.M.	150.85	85	
Girls Baton Twirling	50.00	100	
Winter totals:	\$819.97	345	
Summer Programs			
Co-ordinator's salary	500.00	---	
Girls Baton Twirling	100.00	287	
Boys & Girls Tennis	59.64	80	
Free Swimming (Grades 3-8)	328.18	1050	
Men's Softball League	336.92	100	
Teen-Age Dances	50.00	400	
Square Dances	50.00	70	
Miscellaneous Expenses	69.00	---	
Summer totals:	\$1493.74	1987	
Other Expenses			
Grant to J. C. League:	100.00		
Grant to Little League:	100.00		
Grant to Babe Ruth League:	100.00		
Total	\$300.00		
Secretary's Supplies & Salary	50.00		
EXPENSE: Totals:	\$819.97 - Winter Program		
	1493.74 - Summer Program		
	300.00 - Grants to Leagues		
	50.00 - Secretarial Expense		
	\$2663.71		
PARTICIPATION:	345 - Winter Program		
	1987 - Summer Program		
	2332 - TOTAL		

Cost per participant: \$1.10

APPENDIX E

Simplified Narrative Form of the PUBLIC PLAYGROUNDS AND
RECREATION CENTERS LAW OF 1921, As Amended

Legal authority is a necessity before any public tax-supported program can be initiated. Only through our governmental structure can authority be delegated to a locality for purposes of providing public services from the collection of tax monies. This authority is the basis for all public tax-supported services, and provides the needed protection and opportunity for its citizens to determine democratically the extent of their own services.

The State of Illinois has realized the need for, and has made legal provisions for, public organization for recreation as a unique and distinct area of community life. Within the State's jurisdiction, all communities have the opportunity to operate a tax-supported type of recreation and park service that best fits their individual needs. The Public Playgrounds and Recreation Centers Law of 1921, as amended is one such example. This law provides the legal authorization for any city, town, or village, with a population of less than 150,000, to establish and maintain a public recreation system, including playgrounds, recreation centers, and swimming pools. (This law, however, does not give legal authority to a township, or any other type of special district.)

Under this act, a municipality may make use of any lands or buildings which are owned or leased by the municipality (if in keeping with the devoted purpose of each); acquire or lease additional land or buildings; and provide for the maintenance and equipment of these areas and facilities from general municipal funds. (The city has the authority to purchase or lease any areas

or facilities within its financial ability, and to provide for their improvement and upkeep.) Authority is also vested in the Board to employ personnel which it deems necessary to administer and carry out its responsibilities.

In order for a municipality to adopt this act, a petition must be circulated and signed by at least 10% of the electors, and submitted to the city clerk at least 30 days prior to a general or special municipal election. The petition shall designate the minimum tax rate that is desired. (This minimum rate must be under the specified maximum rate of 2/3 mill.)

Upon receiving a favorable majority of votes at the specified election, the corporate authorities are thereafter required to levy and collect at least but not more than a tax of the amount listed on the specified petition. The corporate authorities also have the responsibility of naming or establishing a managing authority which may be vested in a school board, park board, or other existing bodies; or a playground or recreation board may be appointed. If a separate board is appointed, it can be made up of three members, appointed for three year annual staggered terms, or five members appointed for five year annual staggered terms. The board members receive no remuneration.

Any two or more cities, towns, or villages can jointly establish and maintain a recreation system under this law. Also, a recreation system may be conducted and maintained jointly by a school board or a park board in conjunction with the municipality.

Any managing authority which has been established under this act may accept any donations of real estate or money. However, in cases where the

acceptance of property subjects the municipality to added expense for improvements or maintenance, the acceptance of the property must be approved by the municipal authorities.

At such times when further finances are needed for the purpose of acquiring land, buildings, or equipment, bonds of the municipality may be issued subject to the approval of the electors by referendum.

(This is only a general description of the provisions of the Public Playground and Recreation Centers Law of 1921 as amended. No action should be taken to implement this act without direct reference to the statutes. A full legal description of the Act may be found in the Illinois Revised Statutes - Cities and Villages Act - Chapter 4 - Article 57 - Sections 1-10.)

APPENDIX F

SAMPLE RECREATION ORDINANCE

Introduction -

The adoption of a city recreation ordinance is a necessity in order to define the organization, powers, duties, and responsibilities of the group selected to manage the public recreation system. These laws are enacted by the local governing authority and usually take the form of an ordinance. In all instances, these local laws must conform to that which is authorized by the state laws. The local ordinance is more explicit in detail where the state law was more general.

Included is a sample ordinance which could be adopted by the City of Mattoon.

* * * * *

ORDINANCE NO _____

AN ORDINANCE CREATING A RECREATION DEPARTMENT

BE IT ORDAINED BY THE CITY OF MATTOON, COLES COUNTY, ILLINOIS:

Section 1. Department Established - Pursuant to the referendum held in accordance with the statutes of the State of Illinois on the question of establishment, conduct, and maintenance of a recreation program in the City of Mattoon and a tax therefore which carried, there is hereby established a Recreation Department in the City of Mattoon. The Managing Authority shall be vested in the existing Mattoon Park Board which shall hereafter be known as the Mattoon Recreation and Park Board. The Board shall have all the powers granted and shall be subject to all the obligations imposed by an act of the General Assembly of the state entitled "An Act to provide for the acquisition, equipment, conduct and maintenance of public playgrounds and recreation centers in and by cities, towns and villages of less than one hundred fifty thousand inhabitants" approved June 24, 1921, and all amendments thereto, heretofore and hereafter made.

Section 2. Powers and Duties - Pursuant to the statutes of the State of Illinois, the Board through its Superintendent shall accomplish among other things, the following:

- a. Provide a staff of employees trained in public recreation and leisure time activities for men, women, young people and children in all walks of life.
- b. Conduct a recreation program making use of the physical properties available in the community and surrounding territory.
- c. Offer leadership in coordinating and correlating all those activities of a similar nature in the community to obtain maximum benefits for the citizens of Mattoon.
- d. Build the public recreation program into and about the public schools and public parks and identify it with all public and private organizations having to do with public welfare, education, family relations, and juvenile delinquency.
- e. Focus public attention constantly on the need of adequate provision for year-round, healthful supervised recreation for all through a constant public relations program.
- f. Solicit or receive any gifts or bequests of money or other personal property or any donations to be applied, principal or income, for either recreational services or facilities.
- g. Levy fees and charges which it deems applicable in providing recreational services or facilities.
- h. Jointly cooperate with other municipal departments and or political subdivisions to provide and establish, operate, conduct, and maintain a supervised recreation system and to acquire, operate, improve, and maintain property, both real and personal, for parks, playgrounds, recreation centers, and other recreation facilities and activities.

Section 4. Personnel - The Board shall have the power to appoint a Superintendent who is trained and properly qualified for the work and upon the recommendation of the Superintendent such other personnel as may be required.

Section 5. Separability - If a section or part of this ordinance shall be declared invalid, this shall not affect the validity of any remaining sections or parts of this ordinance.

Section 6. Effective Date - This ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED THIS _____ DAY OF _____ 19__.

AYES _____ NAYS _____ ABSENT _____

Mayor, City of Mattoon

ATTEST:

City Clerk

APPENDIX G

PUBLIC RECREATION AND PARK BOARD

The members appointed to the Mattoon Recreation and Park Board should have a sincere interest in parks and recreation and sufficient time to devote to the required duties. The following information is suggested as a guide or checklist for their responsibilities:

Procedure

1. Adopts by-laws governing the organization of the Board and the calling and conduct of its meetings.
2. Elects officers annually as prescribed in the by-laws.
3. Provides for appointment by the chairman of standing committees on all major continuing functions such as finance, personnel, buildings and grounds, and program.
4. Restricts committee action to the making of recommendations and the performing of duties specifically authorized by the Board.

Meetings

5. Holds regular meetings that are open to the public, at least monthly.
6. Provides for notices of all meetings to be sent to Board members.
7. Requires a quorum for formal official actions.
8. Keeps a complete record of all Board meetings.
9. Minutes of each meeting are submitted to Board members before the next meeting and are formally approved by the Board at the next regular meeting.
10. Conducts its meetings in accordance with procedure prescribed in the by-laws and reaches a decision only after full consideration and debate on the issues in question.

Finances

11. Adopts specific procedure for the efficient handling, spending, and accounting of Board funds.
12. Requires and reviews each month a written financial statement of appropriations, expenditures, and balances.
13. Well in advance of the date when budgets must be submitted to the governing body, analyzes the financial needs of the department and then adopts and submits a budget request for the department.
14. Interprets to the individual members of the city governing body and to the body as a whole the needs of the department as indicated in the budget requested.

Relation to Superintendent

15. Selects and employs the best Superintendent available in accordance with state and national recommended standards.
16. Requires the Superintendent to submit a written monthly report.
17. Adopts a policy that individual Board members shall not give instructions to the Superintendent except as related to specific committee assignments.
18. Requests the Superintendent to submit recommendations on all problems to be considered by the Board that relate to programs, facilities, training and other matters on which professional advice would be useful in reaching a decision.
19. When it has adopted a policy or approved a course of action, it gives the Superintendent full authority and responsibility for administering the policy forseeing that the action is taken.
20. Encourages the Superintendent to initiate suggestions and bring to the attention of the Board matters requiring policy decision, which will increase the effectiveness of the Department.
21. Holds the Superintendent ultimately responsible for the success or failure of the program, within the limitations in which he must work.
22. Encourages its Superintendent and other staff members to attend state and national meetings of recreation workers, take an active part in professional organizations, attend institutions, and training courses and in other ways advance in their profession.

Relation to Work of Department

23. Makes periodic inspections of recreation areas and facilities to make sure that they are operated and maintained in a satisfactory condition.
24. Makes periodic observations of program.
25. Participates actively in the interpretation of the Board's program objectives and needs.
26. Arranges for a city-wide analysis of existing recreation areas and
27. Makes a comprehensive appraisal of this Department at least every five years.

Relation to Other Agencies

28. Is consulted by the local school authorities in regard to preliminary plans for new school sites or buildings and the design of indoor and outdoor facilities that might be suitable for community recreation use.

29. Is consulted by the local planning authorities with respect to any proposals or plans that relate to recreation areas or facilities.
30. Shares the credit with other departments and organizations that cooperate in its program.
31. Takes the initiative, if necessary, in forming a Recreation Council or in bringing together periodically an informal group representing the local agencies concerned with recreation for a discussion of mutual problems and as an aid in cooperative planning.
32. Meets annually, either as a whole or through a committee, with the Board of Education to consider problems of mutual interest.
33. Through its Superintendent, or otherwise, keeps in close touch with City departments and private agencies concerned with recreation and the use of leisure time.

Relation to the Public

34. Makes it clear to the public that suggestions and criticism are welcome and will receive thoughtful consideration.
35. Conducts its affairs in a manner that wins public respect and support for the Department and guarantees its integrity to the community.
36. Is ready to listen to criticism and quick to discern and remedy situations that require correction either by the Board or staff members.
37. In addition to submitting an annual report as required, maintains a public relations program throughout the year, utilizing the press, radio, speeches, movies, exhibits, and other appropriate media.
38. Represents the interests of the entire community and not the interests with which individual members may be affiliated.
39. Encourages citizen interest and participation in the work of the Department by the enlistment of volunteers, the appointment of committees for special projects and in other ways.

APPENDIX H

SUPERINTENDENT OF RECREATION AND PARKS

The superintendent of recreation and parks is the chief executive officer in charge of a recreation and parks department and its personnel. He is responsible for the administration of a comprehensive recreation program for the entire community and for the administrative management of the public parks, playgrounds and other recreation facilities. The superintendent serves as technical advisor and consultant to the recreation and parks board, or other authority responsible for community recreation, and administers the policies laid down by that authority. The superintendent of recreation and parks has executive responsibility for both the recreation and the parks function, and for the maintenance of a high level of recreation service through the efficient administration of both.

Duties1. Administration:

- A. Supervises the work of the recreation and parks department in accordance with the general policies established by the board or other authority
- B. Organizes and superintends an efficient administration for the department
- C. Establishes, reviews, and coordinates procedures to the end that maximum service may be provided at reasonable cost

2. Program:

- A. Develops a broad diversified program of recreation activities and services to meet the needs of the public
- B. Supervises the organization and conduct of the community recreation program, including both those activities under active leadership and others which primarily require provision of space, facilities, and general administrative service.

3. Staff:

- A. Recruits, selects, and employs or recommends the employment of department personnel
- B. Organizes, assigns, and trains department personnel; develops and maintains good work relationships among staff members
- C. Establishes and develops a program for continuing use of volunteers in the recreation program.

4. Areas and Facilities:

- A. Superintends the acquisition, planning, design and construction of recreation and parks facilities under the control of the department
- B. Operates and maintains all areas and facilities under department control for optimum use in support of the community recreation program
- C. Establishes close working relationships with and serves ex-officio as consultant on recreation and park matters to public and voluntary community agencies concerned with city planning, housing, public welfare, education and other subjects closely related to community recreation

5. Planning and Research:

- A. Studies and analyzes the effectiveness of the department's services
- B. Studies conditions, needs, and trends affecting the recreation and parks requirements of the community
- C. Prepares and recommends adoption of long-range and immediate plans to meet community needs for adequate recreation space, facilities, program and personnel
- D. Studies and keeps informed of developments in the recreation and parks fields

6. Finance:

- A. Directs, controls, and accounts for the expenditure of department funds in accordance with budget appropriations
- B. Prepares and justifies budget estimates, work programs, and supporting data for the recreation and parks functions
- C. Supervises the keeping of complete financial records for the department
- D. Recommends establishment of necessary fees and charges for various department services, and supervises their use

7. Public and Community Relations:

- A. Interprets to the public the community recreation program and its philosophy and objectives through all suitable means including the use of volunteers and staff members as well as news media
- B. Promotes the public use of recreation facilities, areas and equipment for group and individual play, recreation, and relaxation through a continuing program of public education

- C. Establishes and maintains cooperative planning and working relationships with other local community agencies, governmental, voluntary, and private, and with state, regional and national agencies concerned with recreation, parks, conservation, and related fields
- D. Organizes, promotes and cooperates with neighborhood or community-wide recreation councils or similar groups identified with recreation and parks

8. Records and Reports:

- A. Maintains systematic, complete, and accurate records of department activities and services, personnel, and property
- B. Prepares and issues regular and special reports for use by staff, board, community officials, and others and for the information of the community

In the execution of these duties, emphasis varies with size and type of community, program, staff, and facilities, but the executive position in any recreation and parks department involves responsibility for all these mentioned. In the larger department which employs additional personnel, the superintendent may delegate authority for various administrative, program, and maintenance functions to subordinates.

Special Qualifications

1. Thorough knowledge of the theory and philosophy of recreation, and ability to interpret this philosophy to others
2. Understanding of the problems of a community in relation to recreation, and ability to formulate and administer recreation programs to meet specific community needs
3. Professional administrative skill in the organization, development and maintenance of a comprehensive community recreation program involving the operation of areas and facilities and the recruitment, selection, training, and supervision of personnel
4. Professional understanding of the varied recreation activities which make up a community recreation program, and technical competence in directing their optimum use to meet the needs of people of all ages and interests
5. Understanding of the function, design, and maintenance of parks and recreation areas and facilities; and ability to superintend a program of acquisition, construction, and maintenance of recreation and park areas and facilities

6. Professional administrative skill in the supervision of technically-trained personnel from such fields as landscape architecture, civil engineering, forestry, and horticulture, in the planning and operation of parks and recreation areas and facilities
7. Capacity for cooperating with and interpreting recreation and parks to related public, voluntary, and private organizations, and the public
8. Skill in communication through speech and writing
9. Executive capacity for decision-making and implementation of policy, coupled with extensive knowledge of principles and techniques of management as applied to recreation and parks
10. Initiative, creativity, perseverance, and the ability to inspire the continuing best efforts of others

Minimum Qualifications

Either graduation from a college or university of recognized standing with a Bachelor's degree based on a major in recreation leadership including supervised field work; or graduation from a college or university of recognized standing with a Bachelor's degree based on a major in park administration or a closely related field, and special emphasis equivalent to a minor concentration in recreation leadership, including supervised field work in park administration or in recreation.

And

Completion of the requirements for a Master's degree in recreation; or if the undergraduate degree is in recreation, completion of requirements for a Master's degree in recreation or parks administration or in a related field such as public administration. Graduate study should include courses in administrative planning, personnel, research techniques and theory of recreation, since the undergraduate professional education prepares less directly for the position of superintendent than for staff positions. (Courses related to parks such as certain of those in forestry, landscape architecture, horticulture, engineering and conservation should be recognized in relation to this requirement.)

Plus

Proven successful and progressive experience in recreation leadership in a supervisory or executive capacity; or in supervisory or executive work combining recreation and parks responsibilities and duties. Completion of two years of qualifying experience for the position of superintendent of recreation and parks is recommended.

UNIVERSITY OF ILLINOIS-URBANA

711.5581L64LI C001
A LIMITED RECREATION SURVEY OF MATTOON.



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